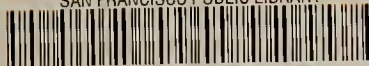


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## **ADMINISTRATIVE REGULATIONS**

# **MEMO:**

**to the person using this book . . .**

THIS SET OF ADMINISTRATIVE REGULATIONS  
WILL NEVER BE COMPLETE

Other statements will be sent to you from time to time. Some will be new while others will be amended versions of pages already in the book. All of them will be punched, numbered, and dated.

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If your book happens to get out of date, please check with the Legal Adviser's office so that you can be given the missing pages.

ADMINISTRATIVE REGULATIONS  
OF THE  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

Dr. Thomas A. Shaheen





SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM TO: ALL PERSONS USING THE BOARD OF EDUCATION POLICY AND  
ADMINISTRATIVE REGULATIONS MANUALS

FROM: IRVING G. BREYER, LEGAL ADVISER

The above-mentioned Manuals were approved for distribution by the Board of Education at its meeting of February 26, 1963. You will find these Manuals simple in design and easy to keep up to date. Once a policy has been adopted by the Board of Education, or an administrative regulation approved by the Superintendent, the secretary maintaining these Manuals in the Legal Adviser's office will send copies on to you to be inserted in the respective binder in numerical order under the article designated. When a policy or regulation is amended or discarded, you will be so notified. The looseleaf binder makes it an easy task to remove and destroy the old policy or regulation and file the new one in its place. Each office should have one person assigned to keep these Manuals up to date so that they may serve their proper function.

Because the policies will be printed on the familiar blue sheet and the regulations on yellow, the new sheet, which will be identified by date and resolution number at the bottom left hand corner of the page, will be distributed to you without further letter of explanation.

The administrative organization of the district may be found on pages 2301 and 2301.1, where you will find the proper title of the administrator, the division, bureau, or department.

Since these Manuals were assembled, certain changes in nomenclature have been made. All non-certificated employees will hereafter be known as "classified" employees. The janitorial staff in the schools will be known as the "custodial staff" and the employees as "school custodians." Please use these terms in referring to these employees hereafter, even though the changes do not appear in the Manuals.

When you find it necessary to quote or refer to certain items in the Manuals, it has been suggested that the use of the following language will facilitate locating the particular policy or regulation in question:

1. Policies, SF Bd. of Ed., P 5111, Art. 5, paragraph 2, or
2. Policies, SF Bd. of Ed., P 4112, Art. 4, Sec. 5,  
sub-division "a"
3. Admin. Reg., SFUSD, R 2350, Art. 2, paragraph 3, or
4. Admin. Reg., SFUSD, R 5118, Art. 5, Sec. 1,  
sub-division "c"



SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum to: All Persons Using the Board of Education Policy and  
Administrative Regulations Manual  
(continued)

These Manuals have been placed in the hands of all Board of Education members; school and central office administrators; professional and employee organization officers; parent group officers, and administrators of cooperating City and State agencies. They have been numbered and assigned to one particular office or organization and should remain in the office to which they have been assigned when there is a change in personnel.

June 1, 1963









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OF THE

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

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8. Verifies eligibility for life diplomas and recommends such applications to the Superintendent for his approval and endorsement by the Board of Education.
9. Prepares resolutions for adoption by the Board of Education affecting the appointment, transfer, leaves of absence, resignation, retirement or dismissal, and other actions in connection with certificated personnel.
10. Counsels with certificated personnel employed by the district concerning promotion, transfer, evaluation reports, leaves of absence, retirement, resignation, and other personal and professional problems.
11. Approves applications for payment of sick leave benefits and makes recommendations concerning applications for leaves of absence.
12. Maintains individual history cards and folders containing the records of certificated employees; records of former certificated employees of the district, a roster of all school district personnel, and a file of legal opinions affecting the status of certificated personnel.
13. Secures evaluation reports on probationary teachers and administrators, long-term and day-to-day substitute teachers, and reviews same for counseling purposes.
14. Prepares official verification of service for retiring certificated employees and assists them in submitting other documents required by city and state retirement systems.
15. Facilitates exchange of teachers between this school district and others.
16. Provides letters of reference for former certificated employees in this system at their request or at the request of prospective employers, and verifies employment of certificated employees upon request.

(continued)





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## SUBSTITUTE TEACHERS

1. Application Required. All teachers desiring to serve as substitute teachers, including those on the eligibility lists for appointment as regular teachers, must make written application to the Coordinator of Personnel and furnish all required information.

2. Appointments. Substitute teachers are appointed by recommendation of the Superintendent and approval by the Board of Education. Such appointment may not result in immediate assignment but authorizes eligibility for employment if and when assigned by the Superintendent of Schools. Substitute teachers are designated as Day-to-day Substitutes or Long-term Substitutes.

3. Day-to-day Substitute Teacher.

The day-to-day substitute teacher

- a. Performs all the duties of the absent regular teacher unless excused from some of these duties by the Principal.
- b. Arrives promptly at the school to which assigned.
- c. Attends teachers' meetings and the teachers' institute, when assigned, as a substitute for the absent regular teacher.
- d. Files with the Personnel Division, not later than the last school day of the calendar month, on the proper form, a statement of the days of service rendered that month, attested by the principal of each school in which such service was rendered. The filing of this form shall be the authority for issuance of the warrant for such service.

4. Long-term Substitute Teacher. A "long-term" substitute teacher is assigned by Board action in place of a teacher who is absent for any cause for 75 per cent of a school term, or longer, or who serves 75 per cent of a school term, or longer, in the same assignment or class.



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18. Submits reports as required by the Superintendent, the San Francisco Board of Education, and the State Department of Education.
19. \*Administers the classified personnel of the district through the Supervisor, Classified Personnel.
20. Plans and submits annual budget recommendations for the Division.

\*Appointment 1-16-63  
Supt.'s Report 11-13-62



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## ARTICLE 1 - COMMUNITY RELATIONS

## USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS

The following regulations have been approved by the San Francisco Board of Education for the use of school facilities by outside groups:

1. No public meeting or entertainment held on school property will be permitted that reflects in any way upon, or discriminates against, citizens of the United States because of their race, color or creed (Section 8451, Education Code.)
2. When school buildings are used in the evening, only the auditorium and entrance thereto will be opened.
3. The janitor will be in charge of the building during the entire time that it is open, unless janitorial services are not required.
4. Any use contrary to or in violation of any law, rule, or regulation shall be grounds for cancellation of the permit and for removing users from the property and shall bar such individual, group, or organization from further use thereof for such period as the Board shall fix.
5. Any individual, group, or organization using school property under provisions of the Civic Center Act or for other purposes shall hold the San Francisco Unified School District, its governing Board, the individual members thereof, and all district officers, agents, and employees, free and harmless from any loss, damage, liability, cost, or expense that may arise during, or be caused in any way by such use or occupancy of school property. When organizations which do not qualify under the Civic Center Act use school facilities they shall be required to furnish satisfactory security in the sum of \$100,000/\$400,000.
6. The use of a building will not be granted for the purpose of conducting religious services.
7. If dancing or card playing is contemplated, full details must be stated on the face of the application.
8. The playing of any games for money shall not be permitted.
9. The moving of furniture from one room to another or the removing of furniture from the building for any purpose is forbidden.
10. The use of instructional supplies, materials, and equipment is prohibited.
11. Persons using the gymnasiums will be required to wear regulation rubber-soled gym shoes.
12. Such additional rules and regulations as the Superintendent, with the approval of the Board of Education, may adopt prior to the time the application or request to use the school facilities is acted upon will be followed.

(continued)





ARTICLE 1 - COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS (continued)

13. Whenever a local, state, or national educational organization in which members of the San Francisco schools participate requests the use of public facilities, such use may be granted without charge.

14. Any other organized local, state, or national group making application for the use of school facilities for a conference or convention may be granted the use of such facilities upon the payment of the custodial and utility costs.

15. In connection with the use of school facilities by those organizations which fall under the provisions of the Civic Center Act, when admission fees are charged or contributions solicited, in accordance with Section 16562 of the Education Code, the following regulations shall prevail:

a. The fair rental value shall be set according to the schedule set forth in paragraph 16 of these regulations.

b. Those organizations organized for general character building or welfare purposes shall be charged an amount sufficient to pay the cost of overhead, including supplies, utilities, and salaries necessitated by such use of the property.

c. Organizations not falling within those mentioned in section "b" above shall be charged in accordance with the schedule listed in paragraph 16.

16. The schedule of fees for use of school facilities when not granted in accordance with the Civic Center Act shall be as follows:

Minimum Fees

School Auditorium

Elementary (seating maximum 400) . . . . .	\$ 75.00
Secondary (maximum 900) . . . . .	125.00
Secondary (900 to 1800) . . . . .	200.00

Gymnasium . . . . .	50.00
All purpose rooms . . . . .	25.00
Meeting rooms . . . . .	15.00
Stadium . . . . .	125.00

17. The rental of classrooms for providing instruction in foreign languages and music before or after regular school hours to public school pupils may be permitted at the discretion of the Superintendent at a rental of \$5.00 per week prorated for the days used.

(continued)



ARTICLE 1 - COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS (continued)

18. When school facilities are rented a deposit of 50 per cent of the rental shall be paid at the time the application is approved; the balance shall be due and payable at least 72 hours prior to the use, and in no event shall a second request be granted unless the previous account is fully paid. The deposit shall be forfeited if the applicant does not use the facilities, unless for good cause the Board of Education shall waive such forfeiture.



## ARTICLE 1 - COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES BY PARENT GROUPS  
(Parent-Teacher and Mothers' Clubs)

The Principal shall be authorized to grant the use of the school building to local Parent-Teacher and Mothers' Club groups for the following purposes:

1. Regular business meetings.
2. One entertainment per term, with admission charge, for the purpose of raising funds for the benefit of the school, provided that all features of such entertainment conform to the law and to the best interests of the school, and that the program be under proper supervision.

## 3. ELEMENTARY SCHOOLS

In addition to the above (1) and (2), the elementary schools may authorize one minor activity, e.g., paper drive, coat-hanger drive, which should not interfere with the regular school program or take the school time of the children.

It is understood that raffles or games of chance shall not be permitted on school premises or in connection with parent group activities for the benefit of the schools.





## ARTICLE 1 - COMMUNITY RELATIONS

## RELATIONS BETWEEN SCHOOLS AND COMMUNITY GROUPS

Use of School Cafeterias for Food Services -  
Application and Approval

When special dinners, luncheons -- pot luck or otherwise -- or any food services are to be provided for any school organization, arrangements therefor must be made through the Supervisor of Cafeterias by written application in duplicate, and Regulations 1, 2, and 3 below must be observed. Applications are available at the school.

Groups other than school personnel who desire special service, such as dinners, banquets, pot luck or otherwise, etc., coming within the meaning of the Civic Center Act, must make written application at least two weeks in advance for permission for such use of kitchen facilities or service and must observe the following regulations:

1. Application supplied by the Bureau of Cafeterias and available at the school must be submitted in duplicate to the Supervisor of Cafeterias, requesting the special service.
2. The menu desired or the plan for providing food and service must also be submitted. The Supervisor of Cafeterias will determine the amount of labor required and will set the price per plate or make any other arrangements within the area of his responsibility for the meal to be served. The price shall include costs of food, labor, and supplies plus an estimated safety margin of approximately 20 per cent. (20 per cent margin not applicable to any school organization.)
3. Requests for service on dates when school is not in session shall not be granted.
4. Groups which do not come within the Civic Center Act, in addition to submitting the formal application and observing the above regulations, must receive approval from the Board of Education. Requests for this approval must be submitted through the Superintendent. The formal application for service, including menu desired, should be made at least two weeks in advance of the date for which such service is requested.
5. All groups, including those connected with schools, must submit an estimate to the Supervisor of Cafeterias of the number to be served at least two school days before the date of the function and must guarantee payment for the number estimated. A margin of plus or minus 5 per cent will be permitted.









## ARTICLE 2 - ADMINISTRATION

CHIEF ADMINISTRATIVE OFFICER - SUPERINTENDENT OF SCHOOLS AND  
SECRETARY BOARD OF EDUCATIONFUNCTIONS, POWERS AND DUTIES

The Superintendent of Schools shall be the chief executive of the Board of Education, as well as the County Superintendent of Schools, and shall have the general management and supervision of all schools. He shall serve as Secretary of the Board of Education and shall perform the official duties of Clerk of the Board. He shall have the following powers and duties and such others as are set forth in the rules and regulations of the California State Board of Education and the provisions of the Education Code, the City Charter, the policies and regulations of the San Francisco Board of Education, and those powers and duties implied in the service of a Superintendent of Schools.

To aid in the performance of his duties, the Superintendent shall be provided with such administrative, secretarial and clerical service as his office may require. He shall be entitled to a Confidential Secretary exempt from Civil Service requirements.

In administering the schools, the Superintendent

1. Observes and enforces directly or through his official subordinates all policies and regulations of the Board of Education, provisions of the State Education Code, and the sections of the Charter of the City and County of San Francisco relating to his powers, duties, and responsibilities as Superintendent and as the chief executive officer of the Board of Education.
2. Attends all meetings of the Board except when his own position, salary, or tenure may be under consideration.
3. Participates in all aspects of the Board's legislative and evaluative services and in the work of Board committees, except voting.
4. Represents the school system to the public and is in general charge of school publicity.
5. Plans and formulates policies, procedures, programs, and decisions needed in the conduct of the schools and presents such proposals to the Board for its consideration and action.
6. Presents to the Board at each regular meeting and at special meetings such school progress reports as may be desirable or as may be requested by the Board.
7. Maintains a competent system of financial accounts, an adequate system of business and property records, and records of school populations, scholarship, and such other records as may be necessary as a basis for his administration and reporting.

(continued)



CHIEF ADMINISTRATIVE OFFICER (continued)

8. Prepares long-term plans and estimates for the schools covering properties, finance, personnel, and instruction and keeps these plans coordinated and under continuous study and revision.
9. Recommends to the Board for appointment, assignment, suspension, promotion, or dismissal any or all certificated employees of the Board, Superintendency excepted; all applications or requests for positions in the school system shall be made or referred to him, and he shall act as the appointing officer under the Civil Service provisions of the City Charter for all non-certificated employees.
10. Develops and supervises the operation of a constructive program of in-service education for all employees of the school system; for this purpose he may nominate for appointment consultants or lecturers, develop and administer professional libraries, and recommend the granting of short temporary leaves for observation, conference, and study.
11. Sends such members of his staff to the State Department of Education at Sacramento, with expenses allowed, as may be required in connection with matters pertaining to, but not limited to, accounting, finances, attendance, retirement, credentials, curriculum, and legislation.
12. Calls meetings of members of the certificated staff for the purpose of maintaining in all departments, divisions, and schools a continuous study of the problems of the schools, which may be used as a basis for management and improvement.
13. Controls the policies, plans, and procedures proposed by division heads, principals, and other administrative personnel, in connection with the management of their respective departments or schools.
14. Informs the Board of all developments affecting the operation of the school system, including regulations or instructions affecting staff personnel management, <sup>the</sup> and instruction of the pupils, the safety of pupils and employees, the custodial service, the preparing of the budget, and the relations of the schools to other branches of the local government.
15. Directs the development of the school budget, and following adoption of it by the Board he is responsible for administering it in conformity with the requirements of law and the official policies of the Board of Education.

(continued)



## CHIEF ADMINISTRATIVE OFFICER (continued)

16. Recommends to the Board of Education all regulations for the promotion, transfer, and graduation of pupils.
17. Recommends to the Board courses of study, textbooks, supplementary books, library books, and equipment and supplies necessary for the conduct of the schools.
18. Enforces the proper use of the adopted courses of study and textbooks.
19. Directs that instruction be given for at least the minimum time in all subjects required to be taught by the State Board of Education or by the State Education Code.
20. Prepares the annual school calendar in the first semester of each year for the following school year.
21. Establishes, in conformity with the policies of the Board of Education, the boundary lines and the attendance regulations for the districts of the several schools.
22. Investigates and reports promptly to the Board any evidence that may come to his attention of any infringement of the legal rights of the district or cases in which liability of the district might be involved.
23. Initiates charges against any employee for suspension or dismissal in accordance with the provisions of law.
24. Follows, as far as possible, the principle of standardization in the selection and use of supplies and equipment in the schools and prepares specifications for purchasing accordingly.

In case of extreme danger or of disaster affecting, or that may affect, the school personnel or properties, the Superintendent is authorized to set aside any or all of these rules if, in his judgment, such action is necessary to meet the situation; such action must be temporary only and report of the action, with reasons therefor and facts pertaining thereto, shall be made to the Board at the earliest possible time.





## ARTICLE 2 - ADMINISTRATION

## THE LEGAL ADVISER

The Legal Adviser is the administrative representative of the Board of Education, the Superintendent of Schools, and the employees of the School District on questions of law affecting public school administration and related activities in the San Francisco Unified School District.

In carrying out his responsibilities, the Legal Adviser shall conform to the policies of the San Francisco Board of Education, the plans and directions of the Superintendent, the rules and regulations of the State Board of Education, and the provisions of the Education Code, as well as the Charter of the City and County of San Francisco.

In administering the Legal Division, the Legal Adviser

1. Renders legal opinions interpreting statutory law and all rules and regulations governing the School District and its employees.
2. Handles all claims made against the School District or any member of the staff in connection with his employment in the district.
3. Represents the School District in all litigation affecting the district, working in conjunction with the City Attorney of the City and County of San Francisco.
4. Approves as to form, or prepares upon request, resolutions, contracts, inter-district attendance agreements for elementary, secondary, or junior college pupils, and other legal instruments concerned with services maintained by the district.
5. Represents the School District during the State Legislative sessions, studying all educational bills presented, reporting and recommending to the Board of Education on their significance or effect on the district, and carrying out the Board's instructions before the Legislature.
6. Maintains at all times a complete and accurate copy of all policies authorized by the Board and all administrative regulations of the district.
7. Prepares the minutes of all official Board meetings under the direction of the Secretary and maintains the permanent records of all such meetings, together with proper index and well-organized history files of all Board action.
8. Performs such other duties as are assigned him by the Board of Education and the Superintendent of Schools.



## ARTICLE 2 - ADMINISTRATION

PRESIDENT OF CITY COLLEGE OF SAN FRANCISCO  
JUNIOR COLLEGE DIVISIONFunctions and Duties of the President

The President of City College of San Francisco is responsible to the Superintendent of the School District for the operation of the College. With the assistance of the administrative and instructional staffs, the President determines the objectives of the College and formulates the policies necessary to accomplish them. In carrying out these policies, he exercises general supervision over the administration of the various programs and activities conducted by the College. In all instances he conforms to the policies of the San Francisco Board of Education and the plans and directions of the Superintendent, the rules and regulations of the California State Board of Education, and the provisions of the Education Code.

In administering the College, the President

1. Serves as the College liaison officer with the Superintendent of Schools and his staff.
2. Exercises broad supervision over the operation of the three divisions of the College, which are under the direction of the Coordinator of the Division of Instruction, the Coordinator of the Division of Student Welfare, and the Coordinator of the Division of Educational Management, respectively.
3. Conducts regular meetings of the administrative staff.
4. Conducts meetings of the President's Council, which is composed of the administrative staff and representatives of the department of instruction.
5. Coordinates in-service training and programs of professional growth.
6. Screens applicants for teaching positions in cooperation with the Coordinator of Personnel and has final responsibility for recommending to the Superintendent appointments to the faculty.
7. Conducts faculty meetings and organizes annual Institute sessions.

(continued)



PRESIDENT OF CITY COLLEGE OF SAN FRANCISCO  
JUNIOR COLLEGE DIVISION (continued)

8. Plans the Faculty Handbook, which contains a statement of the policies and regulations governing the operation of the College, as well as other essential information.
9. Coordinates the education program of the College with the programs of other divisions of the city school system in order to avoid overlapping and duplication.
10. Explains the education program of the College to the community by
  - a. Providing newspapers, magazines, professional publications, radio and television stations, and organizations with appropriate information,
  - b. Authorizing and helping to plan the various bulletins, brochures and leaflets published regularly by the College, and
  - c. Authorizing and encouraging the College participation in community exhibits and projects.
11. Enlists the cooperation of business, industry, and organized labor in developing instructional programs and obtaining members of advisory committees.
12. Exercises general supervision over preparation of the College budget, which he submits to the Superintendent, and assumes responsibility for expenditures after approval by the Board of Education.
13. Advises the Assistant Superintendent in charge of Physical Properties in matters affecting repairs, alterations, and extensions of the college plant and equipment.
14. Exercises general supervision over relationships with universities, colleges, and governmental agencies.





## ARTICLE 2 - ADMINISTRATION

ASSISTANT SUPERINTENDENTS,  
ELEMENTARY AND JUNIOR AND SENIOR HIGH SCHOOL EDUCATION

The assistant superintendents of instruction of elementary, junior high, and senior high schools shall be responsible to the Superintendent for the organization and management of all schools within their divisions and for the development, supervision, and evaluation of the program of instruction. In performing their duties they shall conform to the policies of the San Francisco Board of Education, the plans and directions of the Superintendent, the rules and regulations of the California State Board of Education, and the provisions of the Education Code.

In administering the elementary and secondary instruction divisions, the assistant superintendents

1. Assign all personnel in their respective divisions, through joint action with the coordinator of personnel, subject to the approval of the Superintendent.
2. Participate in the planning and direction of in-service education within their divisions.
3. Administer the special regulations affecting attendance areas for the schools within their divisions, together with any rules or regulations affecting the size of classes, standards governing the use of supplies, and routines pertaining to school finance and business.
4. Work in cooperation with other instructional and special service divisions of the district.
5. Assist the Superintendent and work closely with the coordinator of curriculum and with the director of the bureau of instructional materials in the development or alteration of administrative plans affecting curriculum, libraries, instructional supplies, furniture, and teaching equipment; and participate, in cooperation with such officers and committees as may be designated by the Superintendent, in the selection and recommendation for purchase of all textbooks and other instructional materials.
6. Advise the assistant superintendent in charge of buildings and grounds in matters affecting repairs, alterations, and extensions of the school plant and equipment.
7. Assist in budget making and administration, render such reports as may be required, and perform such other duties as may be assigned to their offices by the Superintendent.



## ARTICLE 2 - ADMINISTRATION

## ASSISTANT SUPERINTENDENT, ADULT AND VOCATIONAL EDUCATION

The assistant superintendent of adult and vocational education shall be responsible to the Superintendent for the organization and management of the schools and classes within the division and for the development and evaluation of the program of instruction. He shall conform to the policies of the San Francisco Board of Education and the plans and directions of the Superintendent, the rules and regulations of the California State Board of Education, and the provisions of the Education Code.

The division includes the following institutions and programs:

- a. All day and evening adult schools
- b. All day vocational classes
- c. All evening vocational classes
- d. Distributive Education
- e. Veterans' Counseling Center

In administering the Adult and Vocational Division, the Assistant Superintendent

1. Participates in the development or alteration of the curriculum of the schools of the division, and exercises general direction of the instructional program of the division.
2. Works in cooperation with other instructional and special service divisions of the district.
3. Plans with employer-labor advisory groups and all available community agencies to provide suitable pre-apprentice, apprentice, and trade extension training programs.
4. Directs the work of vocational guidance for the division having special responsibility for veterans.
5. Assists in the preparation of the budget and of inventories and performs other services as directed by the Superintendent.
6. Assigns all personnel in the division through joint action with the coordinator of personnel, subject to the approval of the Superintendent.
7. Assists the principals of the adult and vocational schools and the coordinators of adult and vocational education in the maintenance and improvement of conditions for teaching and learning, including recommendations concerning textbooks and supplies, library and supplemental books, and courses of study.

(continued)



ASSISTANT SUPERINTENDENT, ADULT AND VOCATIONAL EDUCATION  
(continued)

8. Submits to the Superintendent at the close of the school year a report upon the activities, achievements, and needs of the adult and vocational schools and classes, with such recommendations for the improvement of the services as he deems necessary and desirable.





## ARTICLE 2 - ADMINISTRATION

## ASSISTANT SUPERINTENDENT - DIVISION OF PHYSICAL PROPERTIES

The Assistant Superintendent in charge of Physical Properties is responsible to the Superintendent for the operation of the division. He shall conform to the policies of the San Francisco Board of Education, the plans and directions of the Superintendent, the rules and regulations of the California State Board of Education, and the provisions of the Education Code.

In administering the Division of Physical Properties, the Assistant Superintendent

1. Works in cooperation with the instructional and special service divisions of the district.
2. Directs the maintenance, repairs, and alteration work in connection with buildings and grounds, organizing the activities of the division so as to avoid conflict with the total school program; inspects buildings and grounds for cleanliness and hazards; assists in standardizing tools and supplies for the division; and makes such studies and reports as may be required by the Superintendent.
3. Supervises non-certificated employees connected with the operation and maintenance of the school plant, warehouses and shops, and recommends the assignment or dismissal of employees under his supervision.
4. Supervises the requisitioning, purchasing, storing, and distribution of supplies and equipment.
5. Participates with members of the instructional staff as designated by the Superintendent in the planning of school buildings.
6. Represents the school district in the acquisition of school sites and the construction of school buildings.
7. Supervises the use of school properties under the Civic Center Act.
8. Prepares such continuous studies of building activities, new residential developments, and other factors which influence population movements as will enable the Superintendent to anticipate future building needs.
9. Prepares continuous studies showing the physical condition of all existing school plants and recommends a program of modification and rehabilitation.
10. Prepares cost estimates for all plans for new buildings and alterations in existing buildings.

(continued)



ASSISTANT SUPERINTENDENT - DIVISION OF PHYSICAL PROPERTIES  
(continued)

11. Supervises the planning and preparation of plans for alterations and for the construction of new buildings.
12. Supervises all property owned by the Board of Education and recommends its proper utilization, care, or disposition.
13. Prepares budget estimates for his division in accordance with instructions and otherwise assists in the preparation of the annual budget proposals.
14. Supervises the maintenance and repair of all movable school furniture, fixtures, and equipment.
15. Supervises the distribution of books, supplies, furniture, and equipment and maintains adequate inventories of supplies and equipment both in the warehouses and in the schools.
16. Establishes standards of quality and specifications covering material purchased in cooperation with members of the instructional department and conducts studies of instructional supplies with the object of providing items of satisfactory quality in proper quantities and within budget limitations.
17. Utilizes the services of appropriate departments of the City and County of San Francisco, as necessary.



## ARTICLE 2 - ADMINISTRATION

## CHIEF, DIVISION OF FISCAL CONTROL

The Chief, Division of Fiscal Control, is responsible to the Superintendent for the operation of the division. He shall carry out the fiscal and other responsibilities required of this position by the policies of the San Francisco Board of Education, the plans and directions of the Superintendent, the rules and regulations of the California State Board of Education, and the provisions of the Charter of the City and County of San Francisco, and the California State Education Code.

In carrying out his responsibilities, the Chief of the Division of Fiscal Control

1. Prepares and administers the annual budget.
  - a. Acts for the Superintendent in the preparation of the budget.
  - b. Exercises continuous control over the budget, including accounting for appropriations dealing with authorization to incur obligations, the obligations incurred, all expenditures made, and all unencumbered balances; informs the Superintendent of the status of the budgetary accounts and provides other essential information.
  - c. Maintains cost and financial records as a basis for budget estimates.
  - d. Estimates and collects revenues accruing to the School District from other than local taxes, including those derived from State and Federal sources.
2. Plans and maintains a system of accounts to record all financial transactions.
  - a. Maintains a complete system of financial accounts of the School District for recording business transactions with proper vouchers and authorization to support such transactions.
  - b. Prepares all financial reports of the district, maintaining accounts in such a manner that data may be readily available for Federal and State reports, the Superintendent's Annual Report, and other special reports.
  - c. Maintains continuous records of stores and shops, and supervises periodic physical inventories of them.
  - d. Records financial transactions involving proper records and accepts responsibility for the recording of inventories of all property, including land, buildings, and equipment.

(continued)





ARTICLE 2 - ADMINISTRATION

CHIEF, DIVISION OF FISCAL CONTROL (continued)

- e. Prescribes the methods to be used in installing, keeping, and rendering accounts and financial reports on the handling of all funds under the supervision of the School District; directs the audits of such funds.
- f. Maintains properly indexed files for vouchers, deeds, contracts, inventories, and financial reports.
3. Maintains records of insurance policies and insurance program of School District.
  - a. Maintains insurance records and administers the insurance program of the School District.
  - b. Files all insurance claims against the insurance carriers for losses and executed proof of loss after settlement has been negotiated.
  - c. Transmits reports of industrial injury to the San Francisco Employees' Retirement System for adjustment; maintains records of payments of claims.
  - d. Supervises all details related to accidents and claims covered by any form of insurance.
  - e. Processes applications and records faithful performance and defalcation bonds for employees of the School District.
4. Directs the management of Payrolls.
  - a. Directs, through the Payroll Supervisor, the processing of time rolls and payrolls and the payment of employee salaries.
  - b. Maintains records of individual employee payroll accounts.
  - c. Maintains records and transmits contributions for collections for State Retirement, withholding taxes, and other deductions required by law.
  - d. Maintains a continuous audit of individual employee accounts.
5. Directs, through the Tabulating Supervisor, the functions of the Tabulating and Electronic Data Processing units.
6. Has general responsibility for the operation of the school cafeterias.
7. Performs other duties as assigned by the Superintendent of Schools.



ARTICLE 2 - ADMINISTRATION

ASSISTANT SUPERINTENDENT, DIVISION OF HUMAN RELATIONS AND  
COMPENSATORY ACTIVITIES

The Assistant Superintendent of the Division of Human Relations and Compensatory Activities shall be responsible to the Superintendent and under his general direction, and shall have the following responsibilities:

1. To centralize efforts to solve questions arising from ethnic differences.
2. To formulate means whereby the activities of parents, teachers, civic, labor and business groups and municipal authorities can be harmonized and channeled into effective programs for minority youth.
3. To keep abreast of research and successful programs, instructional and in the area of Human Relations, both within the school district and elsewhere. To disseminate such information throughout the school system.
4. To concern himself with the human relations aspects of instruction as they relate to textbooks, intramural student activities, motivation, staff attitudes and understandings.
5. To devise means for the harmonious reception of children who are bused or transferred into schools away from their own neighborhoods. Similarly to work with the guidance staff and faculties in planning for the reception, orientation, and placement of in-migrant students.
6. To assume such other duties in this field as may be required.

Source: Ad Hoc Committee report adopted by  
Board of Education 4/16/63  
(Resolution #59-7A1)



## ARTICLE 2 - ADMINISTRATION

## COORDINATOR OF ADULT EDUCATION

The Coordinator of Adult Education, under the direction of the Assistant Superintendent of Adult and Vocational Education, shall coordinate, administer, and supervise the adult schools and the Veterans' Counseling Center and shall perform other duties as assigned by the Assistant Superintendent of Adult and Vocational Education.

In carrying out these responsibilities, the Coordinator of Adult Education

1. Directs the principals to maintain course outlines.
2. Works with the adult school principals and other administrators in the development of curriculum.
3. Checks proper certification for employment of all instructors of the Division and requires said instructors to meet local and State regulations regarding continued certification.
4. Requires the principals to maintain proper records of attendance and other records required by the Board of Education and State law.
5. Maintains a close working relationship with community organizations for the better identification of the educational needs and interests of adults.
6. Plans jointly with the administrative staff the in-service courses for teachers which are offered through the adult division.
7. Serves as liaison officer between the local Disaster Council and Corps and the School District and works with school staffs in determining Civil Defense procedures to be followed, interpreting National and State Civil Defense policies to the schools.





## ARTICLE 2 - ADMINISTRATION

## COORDINATOR, DIVISION OF CHILD WELFARE

R 2132

The Coordinator of Child Welfare shall administer the services of the division under the general direction of the Superintendent of Schools. He shall serve as the Principal of Log Cabin Ranch School and of the classes maintained in the facilities of the Juvenile Court, and as Chairman of the Child Welfare Staff, which shall consist of the heads of the bureaus of the division. This staff shall review suspensions, grant exemptions, recommend exclusions and expulsions, and carry out special placement of children throughout the schools.

In carrying out these responsibilities, the Coordinator of Child Welfare, in cooperation with the supervisory staff, directs the activities of the following bureaus:

## 1. BUREAU OF ATTENDANCE

R 2132.1

The Bureau of Attendance shall carry out the provisions of law relating to compulsory attendance, maintain a continuing census, and issue work permits to children under 18 years of age. These duties are carried out by Assistant Supervisors of Attendance. The Principal of the Samuel Gompers High School\* shall issue work permits to students enrolled in that school.

\*formerly Continuation High School

## 2. BUREAU OF ATYPICAL CHILDREN

R 2132.2

The Bureau of Atypical Children shall maintain special classes for mentally retarded children at Louise Lombard School and in elementary, junior high and senior high schools throughout the school system.

The bureau shall be supervised by the Supervisor of Atypical Children, whose duties shall include the assignments of children to these special classes, the planning of appropriate programs, the development of suitable instructional aids, and assistance in the selection, in-service training, and supervision of teachers of the classes.

## 3. BUREAU OF CHILD GUIDANCE SERVICES

R 2132.3

The Child Guidance Services shall be maintained in order to assist in the detection, diagnosis, and treatment of problem children. A staff of social workers and psychologists shall be maintained, and psychiatric consultation and clerical service shall be provided. The services shall be directed by the Supervisor of Child Guidance Services.

(continued)

R 2132-2132.3



ARTICLE 2 - ADMINISTRATION

DIVISION OF CHILD WELFARE

BUREAU OF CHILD GUIDANCE (continued)

R 2132.3

In carrying out his responsibilities, the Supervisor of Child Guidance Services

- a. Directs the program of consultation with administrators and teachers on mental health problems and case work, and of psychological testing of parents and children referred because of emotional problems.
- b. Supervises the activities of the professional and clerical staffs, makes recommendations for the employment and dismissal of staff, and interprets the Child Guidance Services program to the schools, community, and lay groups through reports, articles and talks.
- c. Handles general office routine, including preparation of payrolls, ordering supplies and equipment, answering correspondence, and preparing statistical and narrative reports of the services rendered.

4. BUREAU OF JUNIOR PLACEMENT SERVICES

R 2132.4

The Junior Placement Service shall assist pupils in securing accurate occupational information, making appropriate vocational choices, and finding appropriate jobs. The service should be operated cooperatively by the school district and the California Department of Employment and directed jointly by the Coordinator of Child Welfare of the school district and the manager of the junior division of the California Department of Employment.

5. BUREAU OF PHYSICALLY HANDICAPPED

R 2132.5

The bureau shall maintain classes for physically handicapped children at Gough and Sunshine Schools, in elementary and secondary schools, and in certain hospitals of the city and shall provide instruction for eligible home-bound children. These programs shall be supervised by the Supervisors of Physically Handicapped.

The Supervisor AA, Physically Handicapped, shall supervise the programs maintained for the aurally handicapped, the visually handicapped, and children in need of speech correction. The duties shall include the principalship of Gough School, the assignment of children to the program, the development of suitable courses of study and instructional materials, and assistance in the selection and training of teachers.

The Supervisor A, Physically Handicapped, shall supervise the programs maintained at Sunshine School, in the hospital and health classes, and in the home-bound program. The duties shall include assignment of children to the program, the development of suitable courses of study and instructional materials, and assistance in the selection and training of teachers.

(continued)



ARTICLE 2 - ADMINISTRATION

DIVISION OF CHILD WELFARE (continued)

6. BUREAU OF YOUTH GUIDANCE CENTER SERVICES R 2132.6

The bureau shall assist in promoting effective relationship between the schools and the Juvenile Court, the California Youth Authority, and other youth-serving agencies of the community. The program shall be supervised by the Supervisor of Youth Guidance Center Services.

In carrying out his responsibilities, the Supervisor of Youth Guidance Services

- a. Counsels and places in schools Court wards and Youth Authority parolees.
- b. Maintains records and processes transcripts of records for Court wards.
- c. Represents the San Francisco schools at Court hearings.
- d. Visits schools to confer on problem cases.
- e. Orders and issues instructional supplies, equipment and textbooks.
- f. Prepares monthly and annual attendance and statistical reports.
- g. Supervises the schools at Youth Guidance Center and Log Cabin Ranch.

7. BUREAU OF COUNSELING AND GUIDANCE R 2132.7

The Counseling and Guidance services shall be recognized as a major function of the Superintendent of Schools. The direct responsibility for carrying out this function is assigned to the Coordinator of Child Welfare. Under his direction, this division

- a. Collects and organizes information which will enable pupils to understand their own interests and abilities.
- b. Compiles adequate information concerning the vocational and educational opportunities available to pupils.
- c. Provides adequate counseling services to both pupils and their parents in order that appropriate educational and vocational plans may be developed.

(continued)





ARTICLE 2 - ADMINISTRATION

DIVISION OF CHILD WELFARE

BUREAU OF CCOUNSELING AND GUIDANCE (continued) R 2132.7

The Guidance Program of the elementary schools shall be the responsibility of the Supervisor of Guidance, Elementary Schools, who

- a. Develops and directs the guidance program in the elementary schools.
- b. Plans with and for children in need of special help.
- c. Provides in-service training to administrators and teachers.
- d. Directs a program of articulation between schools of different levels.
- e. Coordinates services of schools and agencies.
- f. Directs the program of special adjustment classes for emotionally handicapped and socially maladjusted children.

Counseling and Guidance in junior and senior high schools shall be the function of a department of counseling and guidance maintained in each secondary school of the district. The department shall be directed by the Head Counselor, who shall be responsible to the Principal of the school.

Under the direction of the Principal, the Head Counselor

- a. Develops and administers the counseling and guidance services in the school to which he is assigned.
- b. Gives help to individual pupils and their parents.
- c. Administers a testing program.
- d. Provides group guidance.
- e. Maintains appropriate records and suitable educational and occupational information
- f. Assists in placement.
- g. Promotes the effective use of the guidance services provided by the school district and by public and private agencies of the city.



## ARTICLE 2 - ADMINISTRATION

## COORDINATOR, DIVISION OF CURRICULUM DEVELOPMENT

The Coordinator of the Division of Curriculum Development shall be responsible to the Superintendent of Schools for the supervision and development of the curriculum program in the elementary and secondary grades, working in cooperation with the assistant superintendents of the respective divisions.

In carrying out this responsibility, the Coordinator of Curriculum Development, in cooperation with the appropriate members of the staff,

1. Directs the development of a unified program of instruction to meet student, community, state, and national educational needs, which shall include:
  - a. courses of study
  - b. textbooks and library materials
  - c. audio-visual aids, radio and television
2. Appoints committees for the selection of textbooks and other instructional materials, acts as chairman of these committees, and initiates recommendations for the adoption of textbooks and other instructional materials.
3. Cooperates in the development of in-service training programs for teachers as part of the instructional service, which shall include the planning and conducting of programs to meet the needs of the system as a whole.
4. Plans, in cooperation with the Director of Research, an evaluation program for all levels of the school system and assists administrators and teachers in developing evaluation techniques.
5. Directs and coordinates the work of curriculum assistants assigned to the Central Office.
6. Cooperates with principals in curriculum development and implementation of curriculum programs within the individual schools.
7. Plans and submits annual budget recommendations for the division.



## ARTICLE 2 - ADMINISTRATION

## COORDINATOR, FEDERAL/STATE PROJECTS

The Coordinator of Federal/State Projects, under general administrative direction of the Superintendent, is responsible for the preparation and presentation of proposals for federal/state funds and for review of project operations.

In carrying out these responsibilities, the Coordinator of Federal/State Projects

1. Identifies all federal and state programs for all levels, including City College of San Francisco. (EOC, ESEA, MDTA, VEA, NDEA, McAteer Act, Unruh Act, Miller Bill, etc.)
2. Alerts personnel to pertinent existing acts or new legislation for funding of programs.
3. Directs cooperative consideration and review by all participating administrators in development of proposals.
4. Makes final administrative recommendation to the Superintendent in each proposal.
5. Prepares submissions to Board of Education for Superintendent.
6. Prepares official project applications for signature of the Superintendent.
7. Transmits applications to authorizing agencies and represents Superintendent in contacts with such agencies.
8. Transmits projects approved by authorizing agency to participating administrators for execution.
9. Reviews project operations by participating administrators to insure compliance with federal/state requirements.
10. Develops internal procedures for applications or repetitive instructional course projects, such as Manpower Development and Training program, etc.
11. Interprets total program to staff and community.

Pursuant to  
Resolution #66-7A4  
adopted by the Board of Education  
June 7, 1966





## ARTICLE 2 - ADMINISTRATION

## COORDINATOR OF SALARIES - CERTIFICATED EMPLOYEES

The Coordinator of Salaries shall be responsible to the Superintendent for all matters concerning salary classification.

In carrying out this responsibility, the Coordinator of Salaries

1. Administers the in-service and classification policies set forth in the salary schedule adopted by the Board of Education.
2. Coordinates the in-service training program with institutions of higher learning, advises all teachers relative to their in-service training status, and acts on requests of teachers who desire to enroll in courses for salary classification or increment purposes.
3. Determines the placement and advancement of teachers and certificated Child Care Center employees on the salary schedule and submits appropriate certifications to the Superintendent and the payroll department.
4. Administers the policies of the Board of Education governing all sabbatical leaves.
5. Prepares salary surveys and related studies as requested by the Superintendent and each year prepares for the accounting department anticipated increases in teachers' salaries due to advancement on salary schedules.



ARTICLE 2 - ADMINISTRATION

SUPERVISORS - TRADE AND TECHNICAL EDUCATION,  
ADULT AND VOCATIONAL DIVISION

The Supervisors of Trade and Technical Education, under the direction of the Assistant Superintendent of Adult and Vocational Education

1. Coordinate and supervise all vocational education programs.
2. Plan, establish, and maintain trade and technical education classes compatible with community needs in cooperation with industry advisory committees, school officials, students, and parents.
3. Cooperate with such organizations as the Division of Apprenticeship Standards, and federal, state, and local agencies.
4. Provide for teacher recruitment, teacher training, and supervision of instruction, including the organization of course outlines and instructional material.
5. Carry out such other duties as may be assigned by the Assistant Superintendent of Adult and Vocational Education.



## ARTICLE 2 - ADMINISTRATION

## DIRECTOR, CHILD CARE CENTERS DIVISION

The Director of the Child Care Centers Division shall administer and supervise the division under the general administration of the Assistant Superintendent of Elementary Schools and in accordance with the provisions of the California Education Code and the rules and regulations of the California State Board of Education pertaining to the operation of the child care centers. In performing her duties, the Director of Child Care Centers shall conform to the policies of the San Francisco Board of Education, and the plans and directions of the Superintendent of Schools.

In administering the division, the Director of Child Care Centers,

1. Organizes and manages the centers and evaluates all procedures in connection with the operation.
2. Participates with the Assistant Superintendent of Elementary Division in the planning and development of the curriculum and educational supervision of the centers and in the planning and direction of the in-service training program for the staff.
3. Plans with the supervisors and head teachers in the child care centers the administration of all policies, plans, activities, programs, and facilities in conformance with the directions of the Superintendent.
4. Cooperates with instructional and other divisions of the school district.
5. Plans and directs the nutrition program, food services, and household management of the centers, including planning for and purchasing food supplies and equipment.
6. Plans for the protective health service aspect of the program, in cooperation with the San Francisco Department of Public Health.
7. Plans and coordinates parent education programs in cooperation with the Family Life Education Section of the Adult Education Division.
8. Assigns all personnel in the division, in cooperation with the Coordinator of Personnel, and subject to the approval of the Superintendent.
9. Selects and recommends the purchase of all instructional materials, operational supplies, furniture, playground, and other equipment.

(continued)





ARTICLE 2 - ADMINISTRATION

DIRECTOR, CHILD CARE CENTERS DIVISION (continued)

10. Recommends to the Assistant Superintendent of Physical Properties necessary repairs, alterations, and maintenance of centers.
11. Prepares the annual budget in collaboration with the Chief of the Division of Fiscal Control and directs the financial management of the division in cooperation with him.
12. Administers all policies, plans, activities, programs, and facilities in conformance with directions of the Superintendent and performs such other duties as may be assigned by the Superintendent.



## ARTICLE 2 - ADMINISTRATION

## DIRECTOR, DIVISION OF INSTRUCTIONAL MATERIALS

The Director of the Division of Instructional Materials shall administer the services of the division under the general direction of the Superintendent of Schools.

In carrying out this responsibility, the Director of Instructional Materials, in cooperation with the appropriate members of the staff,

1. Plans and submits those sections of the budget involving Libraries and Textbooks, Audio Visual Education, and the Teachers' Professional Library.
2. Provides leadership in teaching methods and promotes professional utilization of such materials and related equipment at all levels.
3. Conducts current research on instructional methods, equipment and programs; evaluates related experimentation in these fields.
4. Implements a continuous evaluation program of all types of instructional materials, such as textbooks, supplementary and library books, work books, research materials, magazines, maps and globes, educational motion pictures, filmstrips, slides, disc and tape recordings, specimen displays and exhibits, study prints, instructional models, television, radio, automated teaching devices, and their equipment, materials, and programming.
5. Directs the selection and purchase of the aforementioned materials and related equipment, including furniture.
6. Directs the business and service operations of the Division, including requisitioning, storage, distribution, and circulation of materials, as well as a continuous program of maintenance, repair and replacement of library and audio-visual education equipment and furniture.
7. Directs and coordinates the work of librarians and other certificated personnel assigned to the Division, as well as the non-certificated staff.
8. Cooperates in the development of in-service training programs for administrators and teachers.
9. Serves as Chairman of the Superintendent's committee for approval of posting, take-home, or in-class materials originating from outside sources.
10. Assists outside organizations in the planning and designing of instructional materials.



## ARTICLE 2 - ADMINISTRATION

## DIRECTOR, DIVISION OF RESEARCH

The Director of the Division of Research shall administer the services of the division under the general direction of the Superintendent of Schools. In performing his duties, the Director of Research shall conform to the policies of the San Francisco Board of Education, the plans and directions of the Superintendent, the rules and regulations of the State Board of Education, and the provisions of the Education Code.

In carrying out his responsibilities, the Director of Research, in cooperation with appropriate members of the staff,

1. Administers pupil accounting procedures basic to State and Federal apportionment.
2. Reports on enrollment trends and projections affecting school housing, districting, teacher assignments, and budget estimates.
3. Evaluates student ability and achievement through continuing city-wide surveys and individual tests in connection with pupil placement, guidance, and adjustment.
4. Conducts surveys of administrative and educational procedures and practices requested by the Superintendent or Assistant Superintendents.
5. Cooperates with the Curriculum Division in the evaluation of instruction.
6. Provides in-service training in the field of measurement and pupil accounting.
7. Maintains a file of pupil test records and current research data.
8. Approves, with the appropriate division head, requests for research studies to be conducted in the schools.





## ARTICLE 2 - ADMINISTRATION

## SUPERVISOR, BUREAU OF CAFETERIAS

The Supervisor of the Bureau of Cafeterias operates under the direction of the Chief of the Division of Fiscal Control. In performing his duties, the Supervisor of Cafeterias shall conform to the policies of the San Francisco Board of Education, the plans and directions of the Superintendent, the rules and regulations of the California State Board of Education, and the provisions of the Education Code.

In carrying out his responsibilities, the Supervisor of Cafeterias

1. Plans, develops, and administers operating policies and procedures as they relate to the school cafeterias by
  - a. Assisting in the development of operating policies for city-wide school cafeteria program,
  - b. Improving organization and management practices in the individual schools, in cooperation with the assistant superintendent of each division and with the school principal,
  - c. Rendering technical advice to cafeteria and school personnel regarding cafeteria matters,
  - d. Directing the planning and standardization of school menus, including studies of nutritive value and cost of unit servings, and
  - e. Supervising the National School Lunch Program in relation to State and Federal regulations.
2. Administers the financial policies and financial controls for total cafeteria budget by
  - a. Managing and controlling expenditures for salaries, food, and other items from the School Cafeteria Fund, in cooperation with the Controlling Division,
  - b. Preparing specifications for the purchase of all food and materials to be used in the cafeterias, and conducting tests to determine the quality of such purchases, and making final recommendations for award to the successful bidder,
  - c. Preparing specifications and making recommendations for purchase or replacement of equipment, in cooperation with the Division of Physical Properties, and
  - d. Planning and submitting annual budget recommendations for expenditures to be made from the General Fund of the School District.



ARTICLE 2 - ADMINISTRATION

SUPERVISOR, BUREAU OF CAFETERIAS (continued)

3. Directs the management of cafeteria personnel.
  - a. Recruits, assigns and supervises cafeteria personnel in conformity with Civil Service regulations.
  - b. Directs the work of the assistant supervisors of cafeterias and the office staff, and
  - c. Verifies and approves timerolls of cafeteria personnel.
4. Plans the development of new and remodeled facilities and services by developing kitchen and dining-room plans for new and remodeled cafeterias and approving equipment specifications, in cooperation with the Division of Physical Properties.
5. Administers special food service for outside organizations and school groups, according to the Board of Education regulations in connection with the use of cafeterias by school groups and non-school organizations.
6. Assists in establishing and maintaining public relations among cafeteria personnel, administrators, teachers, the community, and the parents and children.
7. Maintains sanitation and safety standards to meet State and City regulations.



## ARTICLE 4, ADMINISTRATION

## SUPERVISOR OF PERSONNEL, CLASSIFIED EMPLOYEES

The Supervisor, Classified Personnel, supervises the classified employees of the school district under the general administrative direction of the Coordinator of Personnel, and in accordance with the policies of the San Francisco Board of Education, the City Charter, and the rules and regulations of the San Francisco Civil Service Commission.

In carrying out these responsibilities, the Supervisor, Classified Personnel

1. Advises department management, supervisory personnel, employees and their representatives on the interpretation and application of the Civil Service provisions of the Charter, related ordinances, Civil Service rules and regulations, personnel policies, work and organization standards, procedures, and related personnel problems.
2. Initiates and supervises the procedures for the evaluation of performance of probationary classified employees.
3. Initiates and supervises in-service training programs for all classified personnel.
4. Recommends to management improvements in personnel policies, organization structure, position classification, personnel procedures and methods.
5. Develops intra-departmental methods for the execution, interpretation, and coordination of the Board of Education and Civil Service Commission policies and rules.
6. Certifies that positions in the department are properly described for classification purposes; evaluates current organizational patterns; reviews organizational changes and advises management on the merits of requests for reclassification.

Represents the division before the Civil Service Commission and at other meetings and conferences concerning classified personnel; cooperates with the Civil Service Commission in matters relating to the expediting of personnel transactions, the administration of the classification and salary plan, recruitment, placement, and other personnel activities.

(continued)





ARTICLE 4, ADMINISTRATION

\*Supervisor of Personnel, Classified Employees (continued)

7. Participates in conferences related to effective personnel services, budgetary planning and overall operation of the departmental classified personnel program.
8. Supervises the preparation of personnel documents and maintenance of personnel records and analyzes such records to determine cause of turnover, employee grievances, and other related problems. Reviews the performance of probationary employees; may investigate and report on disciplinary charges against employees and recommend appropriate disciplinary action; investigates such matters as employee grievances and reductions in force and reports and makes recommendations thereon.
9. Supervises Central Office Services such as stenographic and clerical pools, communication, and other related activities.

\*Appointment 1-16-63  
Supt.'s Report 11-13-62



## ARTICLE 2 - ADMINISTRATION

## SUPERVISORS, ELEMENTARY EDUCATION DIVISION

The Supervisors of Elementary Education shall assist in the operation and supervision of the elementary schools under the direction of the Assistant Superintendent of Elementary Schools.

In carrying out their duties, which shall include, but are not limited to, the following activities, the Supervisors of Elementary Education

1. In general supervision
  - a. Visit schools and classrooms to assist in developing the instructional program.
  - b. Consult with principals and teachers, individually or in groups, concerning instructional plans and procedures.
  - c. Provide in-service training for beginning and regular teachers.
  - d. Develop curriculum.
  - e. Serve as members of or consultants to study groups and other school district committees.
  - f. Coordinate special programs and activities.
2. Interpret the elementary program to parents, visiting educators, civic and social groups and investigate inquiries of parents and other citizens.
3. In assigning personnel in elementary schools
  - a. Check and maintain school classifications and school statistics.
  - b. Keep records of elementary school personnel, including evaluation of efficiency reports.
  - c. Assign probationary teachers and long-term substitutes.
  - d. Transfer teachers.
  - e. Maintain records of teachers on leave of absence.
  - f. Arrange and conduct oral interviews.
  - g. Participate as members of panels interviewing prospective teachers.
  - h. Participate in teacher recruitment activities.
  - i. Coordinate student teacher programs of the participating colleges.

(continued)



ARTICLE 2 - ADMINISTRATION

SUPERVISORS, ELEMENTARY EDUCATION DIVISION (continued)

4. In addition to preparing special reports and keeping statistical records
  - a. Answer requests for information referred to the elementary division.
  - b. Assist in preparing of elementary division bulletins.
5. Assist in the adjustment of individual school districts and processing applications for out-of-district permits.
6. Participate in conferences and study groups sponsored by professional organizations and civic groups.
7. Direct elementary and junior high vacation schools.





## ARTICLE 2 - ADMINISTRATION

## SUPERVISOR, BUREAU OF LIBRARIES AND TEXTBOOKS

The Supervisor of Libraries and Textbooks is responsible for the supervision of the Bureau of Libraries and Textbooks, under the immediate direction of the Director of the Division of Instructional Materials. The Supervisor cooperates with the assistant superintendents of the elementary and secondary schools, the Coordinator of Curriculum, and other division heads, in the administration of the Bureau.

In carrying out these responsibilities, the Supervisor of the Bureau of Libraries and Textbooks

1. Supervises the operation of the Teachers' Professional Library.
2. Supervises the librarians and the operation of all school libraries.
3. Supervises the clerical operations of the Bureau.
4. Supervises the requisitioning of all textbooks, work-books, library books, periodicals, library furniture, equipment, and supplies for all elementary, secondary, adult, and vocational school libraries.
5. Develops standards and specifications for school library equipment and supplies.
6. Makes recommendations for award of bids for all materials and equipment purchased by the Bureau.
7. Administers the program of book selection, ordering, and cataloging of library books for the secondary schools.
8. Develops and maintains communication with publishers and vendors of instructional materials.
9. Distributes courses of study and other publications of the district.
10. Develops procedures that will enable school libraries to serve as instructional materials centers and agencies of instruction for teachers and students in the use of books and libraries.

(continued)



ARTICLE 2 - ADMINISTRATION

SUPERVISOR, BUREAU OF LIBRARIES AND TEXTBOOKS (continued)

11. Carries on a continuing program of library book evaluation in which teachers and librarians share responsibility in developing book order lists.
12. Develops, in cooperation with school librarians, a course of study in the use of books and libraries.
13. Prepares special reports as requested by Federal, State and local agencies, and such others as requested by the Director, ~~Bureau~~ of Instructional Materials.  
**Division**



## ARTICLE 2 - ADMINISTRATION

## SUPERVISOR, SECONDARY EDUCATION DIVISION

The Supervisor of Secondary Education shall assist in the administration and supervision of the secondary schools under the direction of the Assistant Superintendents of Junior and Senior High Schools.

In performing his duties which shall consist of, but are not limited to, the following activities, the Supervisor of Secondary Education

1. In general supervision
  - a. Visits schools and classrooms to supervise probationary teachers.
  - b. Consults with principals and teachers, individually or in groups, concerning instructional plans and procedures.
  - c. Conducts in-service training of beginning and regular teachers.
  - d. Serves as member and consultant on study group committees as assigned.
2. Interprets the secondary school program to parents, visiting educators, civic and social groups and participants in conference and study groups sponsored by professional organizations and civic groups.
3. Prepares special reports and compiles statistical records.
4. Assists in the adjustment of enrollment within the individual school districts in the San Francisco Unified School District.
5. Aids assistant principals to complete case studies and the referral of same to the Child Welfare Staff.
6. Acts as Secretary for Outside Activities Committee for Junior and Senior High School Divisions and for such other committees and groups as assigned.
7. Participates on Committees as assigned.
8. Processes transfer requests from parents, students, and schools.
9. Processes complaints from parents, students, and schools.
10. Assigns overage students, Americanization, and regular students to Samuel Gompers High School.
11. Provides general information on the secondary schools of the district to parents who call or write for such information.

(continued)





ARTICLE 2 - ADMINISTRATION

SUPERVISOR, SECONDARY EDUCATION DIVISION (continued)

12. Represents the district at Youth Guidance Center and Municipal Court hearings as required.
13. Coordinates revision of printed forms for the secondary division.
14. Processes requests for out-of-city placements in the schools of the district and initiates and approves inter-district attendance agreements with other school districts.



## ARTICLE 2 - ADMINISTRATION

## SUPERVISOR, BUREAU OF SUPPLIES

The Supervisor of Supplies shall be under the direction of the Assistant Superintendent of Physical Properties and shall be responsible for the proper administration of the Bureau of Supplies.

In carrying out his responsibilities, the Supervisor of the Bureau of Supplies

1. Prepares for the City Purchaser all requisitions for the procurement of supplies and equipment of the school district.
2. Receives and stores supplies and equipment purchased for the school district, including Central Office supplies, and distributes the same upon requisition.
3. Plans and determines a schedule and routing of daily delivery service to the schools and provides for the delivery of school term supplies in order that they may be available to students at the opening of the school term.
4. Analyzes bids received and obtains information from the division concerned regarding bids most favorable to the school district, on the basis of use, quality, price, terms of delivery, and legality, and recommends to the City Purchaser and/or vendor for the purchase in accordance therewith.
5. Plans and reviews with teachers and administrators the selection of supplies and equipment and prepares standardized specifications for their procurement accordingly.
6. Maintains adequate and current inventories of physical supplies and office records in connection therewith.
7. Arranges transportation and plans related details of the Field Trip Program for the elementary, junior high, and senior high schools.
8. Directs the maintenance of all records and prepares such reports as may be required.
9. Conducts studies, in cooperation with the instructional staff, on the need, desirability, utilization and availability of supplies for instructional purposes.

(continued)



SUPERVISOR, BUREAU OF SUPPLIES (continued)

10. Coordinates the testing of materials submitted as samples or received on order, to verify conformance with the purchase specifications.
11. Corrects any undue overstocking of supplies and equipment in the schools.
12. Maintains records for control of, and disposition of, obsolete, old, or unused supplies and equipment; and arranges for sale, trade-in, or other disposition of such property.





ARTICLE 2 - ADMINISTRATION

SUPERVISOR, BUILDINGS AND GROUNDS DIVISION

The Supervisor of Buildings and Grounds shall be responsible to and under the direction of the Assistant Superintendent, Division of Physical Properties. The major duties of the position shall be:

1. Assist the Assistant Superintendent, in staff capacity, in the preparation of building utilization and cost reports, property studies, in the preparation of major maintenance, rehabilitation and modernization schedules, and in the planning and development of needed school housing.

2. Be responsible for the direction and supervision of the activities of the Department of Public Works and other agencies within the buildings of the school district.

3. Be responsible for the planning, assigning of duties, and the supervision of the work schedule of the school district staff engaged in school maintenance and related activities.

4. Check and review specifications, estimates, and computations prepared by the Department of Public Works; review and approve minor maintenance and emergency repairs requested by the instructional division.

5. Secure data and prepare reports regarding the physical condition of school buildings; recommend major maintenance and rehabilitation and coordinate the minor maintenance program to his recommendations.

Position established  
by Board of Education  
Resolution #45-583  
May 5, 1964



## ARTICLE 2 - ADMINISTRATION

## SUPERVISION - CHILD CARE CENTERS

The Supervisor, under the direction and supervision of the Director of the Child Care Centers Division,

1. Assists in over-all planning for the child care centers program.
2. Supervises nursery and school-age centers.
3. Works with head teachers in evaluating individual center operation, the educational program, and the quality of teacher performance.
4. Aids in planning and presenting teacher in-service and parent education programs through staff meetings and individual conferences.
5. Conducts screening interviews of applicants for teaching positions.
6. Recommends assignment of teachers in accordance with needs and enrollment.
7. Coordinates and summarizes evaluations of the teaching staff as a basis for assignments and appointments.
8. Represents the division in community activities when requested.
9. Assists in the coordination of the student observation program carried on in child care centers.
10. Assists in compiling data necessary for the operation and improvement of the program.
11. Performs such other related duties as may be assigned by the Director.



## ARTICLE 2 - ADMINISTRATION

SUPERVISOR OF FOOD SERVICES, CHILD CARE CENTERS

The Supervisor of Food Services, under supervision of the Director of the Child Care Centers Division,

1. Formulates menus for the children in the centers.
2. Supervises the operation of all child care kitchens.
3. Works with head teachers to solve technical and administrative problems relating to food service.
4. Plans and coordinates purchasing of food supplies.
5. Plans and makes recommendations for the annual budget for food service.
6. Plans and develops specifications for purchasing of equipment.
7. Works with the Department of Public Health concerning matters of sanitation.
8. Coordinates the nutrition education program.
9. Plans and works with head teachers, teachers, and the housekeeping staff in supervision and instruction pertaining to food service for the children.
10. Plans and develops the home arts curriculum with particular emphasis on the school-age level.
11. Plans and conducts in-service education for the household staff.
12. Supervises maintenance of the physical plant and equipment.
13. Supervises and instructs the household staff.
14. Interviews and selects household personnel.
15. Plans and makes recommendations for the household operational budget.

In addition to the above responsibilities, the Supervisor of Food Services shall perform such other related duties as may be delegated to her by the Director of the Division.





## ARTICLE 2 - ADMINISTRATION

## THE PRINCIPAL - FUNCTIONS

The principal shall be held responsible for the general management and immediate educational direction and supervision of the school. As the administrator of the school, the principal shall be responsible for the enforcement of the State Education Code, the rules and regulations of the California State Board of Education, the policies of the San Francisco Board of Education, and the administrative regulations of the Superintendent of Schools. The principal shall operate under the direction of the assistant superintendent or head of his division.

In carrying out his responsibilities, the principal

1. Maintains an instructional program.
  - a. Directs a curriculum designed to meet the educational needs of the pupils and of the community, consistent with the scientific and cultural development and the governmental aims of the nation.
  - b. Works with the divisions of curriculum development and special services to improve the educational program and the use of instructional materials and procedures.
  - c. Directs, during the school year, the development of educational plans for his school that are consistent with the district's long-term plans.
  - d. Recommends changes in the course of study.
2. Supervises instruction.
  - a. Visits classrooms regularly.
  - b. Assists and advises teachers, giving particular attention to probationary and substitute teachers and to teachers new to the school.
3. Prepares school master programs and room schedules and makes staff assignments.
  - a. Adjusts the official program where necessary for the proper organization of his particular school, with the approval of the assistant superintendent of his division, and assigns teachers in accordance with the policies governing the selection and assignment of teachers.
  - b. Assigns certificated personnel to such supervisory duties as may be needed in or about the building during or outside of school hours.

(continued)



ARTICLE 2 - ADMINISTRATION

THE PRINCIPAL (continued)

- c. Assigns certificated personnel to supervise school activities such as school assemblies, athletic events, and dances.
  - d. Rotates or exchanges teachers and classes within elementary schools as required.
  - e. Transfers teachers within secondary schools to other subject fields, where necessary, adhering to requirements for probationary teachers to serve at least fifty per cent of their assignments in the subject fields in which originally appointed. Upon completion of the teacher's probationary period, the principal at his discretion may reassign the teacher in accordance with certification.
- 4. Maintains school records and submits reports as required by the Superintendent, the assistant superintendent of the division, and the State Department of Education.
  - a. Maintains pupil attendance records.
  - b. Submits monthly statistical reports promptly on the day requested by the Superintendent.
  - c. Submits certificated personnel evaluation reports as requested by the Personnel Division.
  - d. Administers instructional supplies allotment.
  - e. Maintains records of collection and distributions of student body funds in accordance with procedures established by the Superintendent.
- 5. Conducts appropriate public information program for his school, following the general policies of the school district, and cooperates with public service agencies such as police, fire, health and welfare.
- 6. Develops a comprehensive plan for prompt and effective control and care of the entire school personnel in case of fire or other emergency.
  - a. Maintains adequate first aid services for his school.
  - b. Provides for adequate safety instruction and drills and assigns members of the staff to assume specific responsibilities.
  - c. Inspects the plant and corrects or reports to the proper authorities any defect or inadequacy of plant or of equipment affecting provisions for health and safety.

(continued)



ARTICLE 2 - ADMINISTRATION

THE PRINCIPAL (continued)

7. Reports promptly in writing to the Assistant Superintendent in Charge of Physical Properties any danger or damage to property, any stolen property, or any failure of contractor to perform services.
8. Reports any injury or sudden illness of pupils, members of the staff or other employee or person wherein rights and obligations of the district may be involved within 24 hours of the injury or illness.
  - a. Submits pupil accident reports to the Legal Adviser on the proper form in triplicate.
  - b. Submits employee accident reports of industrial injury to the Division of Fiscal Control in triplicate (Form 5020 State Department of Industrial Relations).
  - c. Reports immediately by telephone to the Legal Adviser any serious injury to any teacher, employee or student.
9. Maintains a healthful environment within the school for both students and staff, following all local and state regulations in connection therewith.
10. Maintains accurate records of attendance of himself, teachers, clerical and maintenance staffs, including time of arrival at school.
  - a. Submits payrolls, sick leave requests, and other forms requested by the Division of Fiscal Control.
  - b. Enforces the administrative and teaching calendar adopted by the Board of Education, which establishes the number of days the principal, assistant principals, and teachers must serve; and adheres to the regulations governing the service of other employees of the school.
11. Maintains regular office hours, not less than thirty minutes before and after the regular school day; before leaving the premises he shall satisfy himself that all pupils not in charge of a teacher have left the building.
  - a. Posts his office hours in a conspicuous place near his office.
  - b. Notifies the assistant superintendent of the division when leaving school premises on business or of his absence due to illness.

(continued)





ARTICLE 2 - ADMINISTRATION

THE PRINCIPAL (continued)

- c. Provides for an assistant principal or a teacher who has been recommended by him and approved by the assistant superintendent of the division to serve in his absence and assume full responsibilities of his office.
- 12. Supervises all non-certificated personnel assigned to the school.
  - a. Requires, during the first week of each school term, that clerical and maintenance staffs familiarize themselves with Board of Education policies and Superintendent's regulations governing their duties.
  - b. Directs attention to special instructions relating to their duties in the school.
- 13. Directs the requisitioning and distribution of supplies and initiates the necessary requisitions for proper maintenance and repair to building and equipment.
- 14. Notifies the assistant superintendent of the division immediately of any vacancy or anticipated vacancy in the teaching staff; at least one month before the close of the term he recommends to the Personnel Coordinator any personnel changes to be made in his school.
- 15. Initiates and supervises, in the secondary schools, a program of student government, and approves and coordinates all school activities.
- 16. Maintains and enforces the "Behavior and Discipline Code" adopted by the Board of Education and assumes responsibility for the discipline and morale of his school.
- 17. May arrange to visit other public schools of San Francisco one day each term, or by the permission of the Superintendent, schools of other districts.

May arrange for assistant principals or teachers to visit other schools as follows:

  - a. One day per semester such personnel may visit schools in the district, or, with the permission of the assistant superintendent of the division, schools outside the district, the latter to be within reasonable distance of San Francisco.
  - b. The school to be visited must be reached not later than 8:45 A.M., or 12:45 P.M., if for the afternoon; contact with the school to be visited should be made at least two days before.

(continued)



ARTICLE 2 - ADMINISTRATION

THE PRINCIPAL (continued)

- c. Principal may require a written report of the visit from the visiting assistant principal or teacher.
  - d.\*Substitutes are not to be sent when teachers are excused for such visits.
18. Directs posting of information.
- a. Requires that the name of each teacher and grade, or the teacher's program, be posted on the door of the classroom.
  - b. Posts on bulletin boards or sends home, when required, all official materials originating from the administrative office and such other materials only if approved for posting or distribution by the Superintendent's office.

\*Assignment of substitute is made for teacher visitation only when special authorization has been given by the Superintendent. (see P-2302 and P 4150.1)



## ARTICLE 2 - ADMINISTRATION

## ASSISTANT PRINCIPAL

General Duties

Assistant Principals shall be under the direction of the Principal of the school. In carrying out his responsibilities, the Assistant Principal

1. Plans with the Principal his program of teaching, supervision, counseling and administration, in accordance with the needs of the school and in conformity with direction from the Superintendent.
2. Discharges the duties of the principal in his absence.
3. Arrives at school daily at least 30 minutes before the beginning of the school day and leaves not earlier than 30 minutes after the closing of school.
4. Assists in the reception of new pupils at periods designated by the principal during the week preceding the beginning of the school term.
5. Cooperates with the principal during the week following the end of the school term in completing end of the term work and preparing the program for the new term.
6. Attends official principals' meetings whenever the principal is unable to attend.
7. Attends Administrative Summer Workshop as required, on the dates set by the Superintendent's Administrative Calendar adopted by the Board of Education.

Special DutiesThe Elementary School Assistant Principal

1. Teaches special groups of pupils approximately 90 minutes per day, such groups not to exceed 12 in enrollment.
2. Gives teaching time to individual students or small groups in the event he serves in two schools and is unable to maintain a regular schedule for group teaching.
3. Supervises yard and cafeteria during noon intermission and at other times when needed; such supervision should be planned for not more than 100 minutes including the 60 minutes noon intermission.
4. Organizes and supervises the traffic squad or school safety patrol.

(continued)





ARTICLE 2 - ADMINISTRATION

ASSISTANT PRINCIPAL (continued)

Special Duties

The Secondary School Assistant Principal

1. Where there are two Assistant Principals assigned to a junior or senior high school, the woman acts in the capacity of Dean of Girls and is responsible for girls' activities and such supervisory and counseling duties required of her office; and the man Assistant Principal assumes the same responsibilities as Dean of Boys.
2. An Assistant Principal shall not hold, in addition to his office, the headship of a department.



## ARTICLE 2 - ADMINISTRATION

## SCHOOL ADMINISTRATION

## CLASSIFICATION OF ELEMENTARY SCHOOLS

1. Preliminary Classification. On the morning of the last day of each school term principals shall reclassify their schools, assigning classes and teachers to the rooms to be occupied during the ensuing term. It is necessary to obtain in advance from contributing schools the numbers and grades of pupils to be received from each, as well as to estimate the number of kindergarten and first grade pupils that may reasonably be expected to attend. On that day the students may be dismissed at the end of a minimum school day. Teachers shall remain to the end of the school day to complete their reports or for other duties under instructions from the principal. The preliminary classification report shall be delivered to the Superintendent by the principal on the day specified.
2. Classification Report. A classification report in quadruplicate, showing the organization of each elementary school and the assignment of all teachers regularly assigned to the school, shall be sent by the principal to the office of the Superintendent on the second Friday of the school term.



## ARTICLE 2 - ADMINISTRATION

## SCHOOL ADMINISTRATIVE FUNCTIONS - TEXTBOOKS AND LIBRARY BOOKS

The Principal is responsible for keeping the official record of all textbooks and library books ordered and used in his school. In the secondary schools he delegates the immediate responsibility to the librarian; in the elementary schools, the Principal is ex-officio librarian of the school.

The school textbook collection should be housed in an orderly, logically arranged bookroom. The library books should be arranged in the school library or the room designated as the library according to appropriate classification as authorized by the Director of Instructional Materials.

The Principal shall regulate the issuance of books and shall take all necessary precautions for their proper preservation, economical distribution, and sanitary condition. Student responsibility for the care of books and other school property is given in Section 10606 of the Education Code, as follows:

Any pupil who wilfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the pupil. The parent or guardian of a pupil shall be liable to a school district for all property belonging to the school district loaned to the pupil and not returned upon demand of an employee of the district authorized to make the demand.

Prices of district-purchased books are given in the current textbook lists. The prices for State textbooks are set by the State, and a mimeographed price list is sent to the schools each year. These prices shall be used in charging for lost or damaged books. The Principal shall forward to the Bureau of Libraries and Textbooks any money collected as reimbursement for lost or damaged books and a list designating such books.

The Principal should refer any question concerning the disposition of old and obsolete textbooks to the Director of Instructional Materials, who is authorized by the Superintendent under Sections 9701 and 10251, Education Code, to resolve the means of such disposal.





ARTICLE 2 - ADMINISTRATION

DEPARTMENT HEADS' DUTIES - SENIOR HIGH SCHOOL

A subject Department Head, working directly with the administrative personnel of the school,

1. Organizes and directs the subject area program.
2. Visits classes to aid teachers in developing course content.
3. Develops new or experimental work.
4. Articulates instruction within the various grade levels.
5. Assists the principal in developing the schedule of classes for the department.
6. Plans material for subject field meetings.
7. Prepares requisitions for supplies, equipment, and textbooks.
8. Recommends needed improvements to the principal annually.
9. Assists substitute teachers.
10. Arranges periodic interviews with teachers of the department to review examinations and study assignments.



## ARTICLE 2 - ADMINISTRATION - CHILD CARE CENTERS

## HEAD TEACHER - FUNCTIONS

Head teachers shall be held responsible for the general management and conduct of the child care centers. As administrator of the center, the head teacher shall be responsible for the enforcement of the State Education Code, the rules and regulations of the California State Board of Education, the policies of the San Francisco Board of Education, and the administrative regulations of the Superintendent of Schools. She shall be free to use discretion in applying the above policies and regulations according to the demands of practical circumstances. The head teacher shall operate under the direction of the Director of Child Care Centers.

In carrying out her responsibilities, the head teacher

1. Maintains an educational and health program.
  - a. Directs a program designed to meet the educational, health, and growth needs of the children, consistent with the long-range goals of the division.
  - b. Conducts a continuing in-service education program within the center for the staff.
  - c. Apportions her time to teaching as well as to administrative duties in accordance with the requirements of the center.
  - d. Utilizes the abilities and time of staff members to the best advantage of the program and the optimum development of the children.
2. Prepares center master schedule and makes staff assignments.
  - a. Posts schedules in her office and in each classroom, and makes schedules available to teachers, household staff, and substitutes for their individual use.
  - b. Assigns appropriate duties to each staff member.
3. Maintains center records and submits reports as required by State and District regulations.
  - a. Maintains pupil attendance and fee records.
  - b. Submits reports and statistical data promptly as requested by the Director.

(continued)



ARTICLE 2 - CHILD CARE CENTERS - ADMINISTRATION

HEAD TEACHER - FUNCTIONS (continued)

- c. Submits personnel evaluation reports near the end of each term or oftener as required by the Director, using the forms prepared for this purpose.
  - d. Maintains all required records pertaining to instructional and operational supplies, food, and equipment.
- 4. Handles public relations of the center within the general public relations policies and programs of the district.
  - a. Assumes responsibility for the parent education program within the center.
  - b. Arranges for individual conferences with parents and plans for group parent education meetings in cooperation with parents' associations.
  - c. Refers to appropriate community agencies when services outside the scope of the child care center are needed for the benefit of the child or his family.
- 5. Develops a comprehensive plan for prompt and effective control and care of the entire school personnel in case of fire or other emergency.
  - a. Maintains adequate first aid services for the center.
  - b. Enforces regulations relating to the health and safety of the children and employees.
  - c. Inspects plant and equipment for hazardous conditions and reports promptly in writing to the center office any foreseen danger or damage to, or any abuse of, school center properties or property rights.
- 6. Reports promptly in writing to the child care centers office any injury or sudden and acute illness of any pupil or any member of the staff.
  - a. Prepares reports on the proper forms as directed and forwards them within 24 hours after any accident or injury.
  - b. Reports immediately by telephone all serious illnesses or injuries to children or employees.
- 7. Maintains regular hours according to the needs of the center.
  - a. Posts her schedule in a conspicuous place in her office.
  - b. Obtains approval from the Director when necessary to leave center premises on center business.

(continued)





ARTICLE 2 - ADMINISTRATION - CHILD CARE CENTERS

HEAD TEACHER - FUNCTIONS (continued)

- c. Delegates responsibility of the center to a designated member of the staff approved by the Director in case of her absence or incapacity to serve.
- d. Satisfies herself before leaving center at the end of the day that all children are in charge of a teacher and that all necessary steps have been taken to insure the effective functioning of the center during the remainder of the day.
- 8. Notifies the Director immediately of any anticipated vacancy in the center staff and calls the child care central office for a substitute for an absent teacher.
- 9. Maintains accurate records of attendance of herself and all staff members, including a record of arrival and departure times of each person.
- 10. May arrange for teachers to visit another center upon the approval of the Director.
  - a. May require written reports of such visits and may keep such reports on file for one year. (Substitutes are not to be sent when teachers are excused for visits to other centers in the district or outside the city.)
- 11. Estimates the center needs for all instructional and operational supplies, food, and equipment.
- 12. Assumes responsibility for the discipline and morale of the center and insures that such disciplinary measures as may be necessary for the protection, safety, and welfare of the children are not physically or emotionally harmful to them.



ARTICLE 2 - ADMINISTRATION

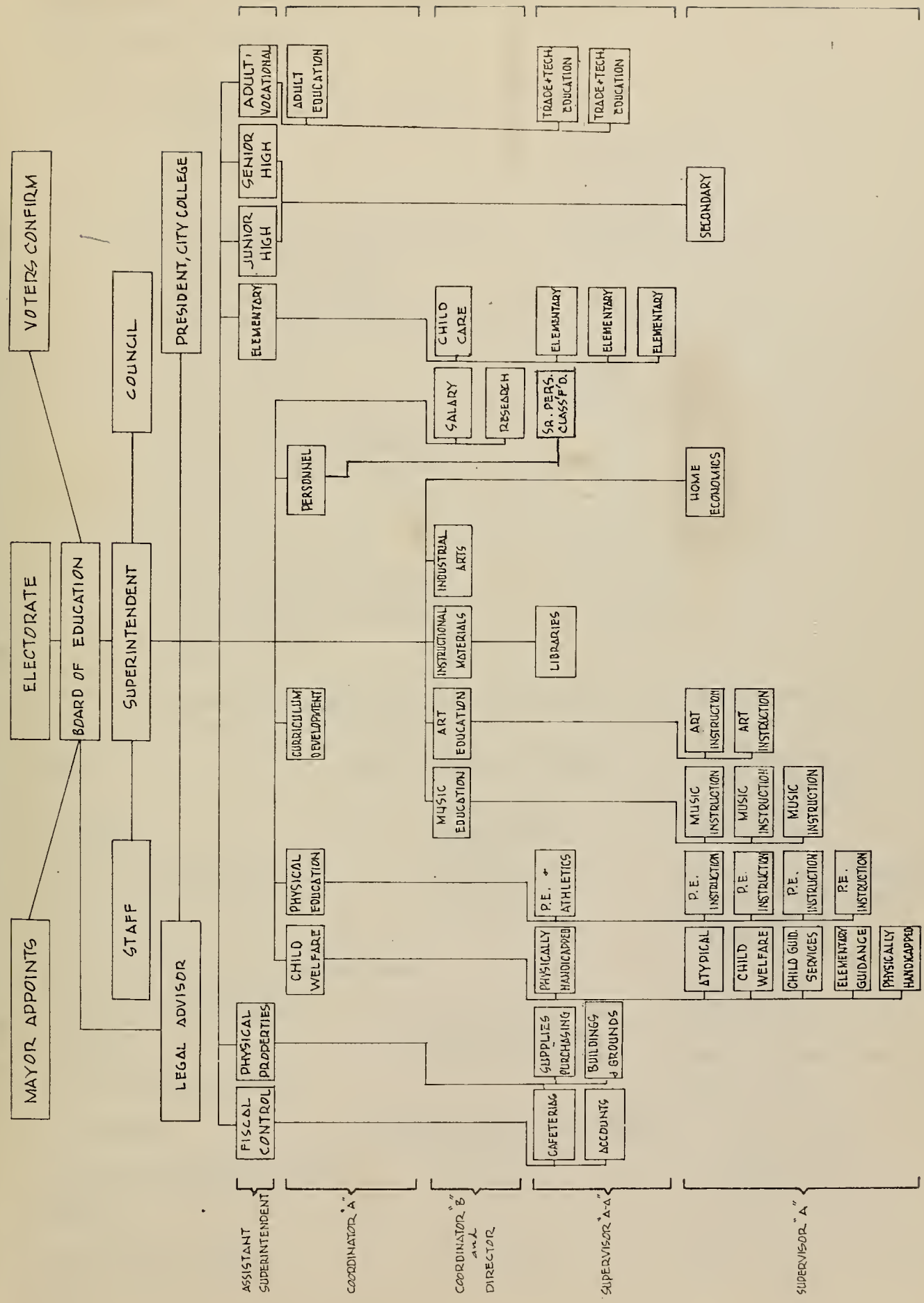
ACTING HEAD TEACHER - FUNCTIONS

CHILD CARE CENTERS

Under the general direction of the head teacher, an acting head teacher in the Child Care Centers Division shall

1. Know the duties of the head teacher and in her absence discharge these duties.
2. Attend head teacher staff meetings whenever the head teacher is unable to attend.
3. Apportion her time to teaching as well as to such administrative duties which may be assigned to her by the head teacher.









ADMINISTRATIVE ORGANIZATION OF THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## SUPERINTENDENT OF SCHOOLS

Divisions and administrators under the direct supervision of the Superintendent:

DIVISION	ADMINISTRATOR
Legal	Legal Adviser
City College of San Francisco	President
Elementary Education	Assistant Superintendent
Junior High Education	" "
Senior High Education	" "
Adult and Vocational Education	" "
Physical Properties	" "
Fiscal Control	Chief
Child Welfare	Coordinator
Curriculum Development	"
Health, Physical Education	"
Industrial Arts Education	"
Personnel	"
Salaries	"
Art Education	Director
Child Care Centers	"
Home Economics Education	Supervisor
Instructional Materials	Director
Music Education	"
Research	"

Bureaus and administrators coming under the direct supervision of the administrator of a Division:

BUREAU	ADMINISTRATOR OF BUREAU	ADMINISTRATION OF DIVISION OF
Accounts	Supervisor	Fiscal Control
Attendance	Supervisors	Child Welfare
Atypical Children	"	" "
Audio Visual Education	Librarian	Instructional Materials
Buildings and Grounds	Supervisor	Physical Properties
Cafeterias	"	Fiscal Control
Child Guidance	"	Child Welfare
Counseling and Guidance-Elementary	"	" "
Libraries and Textbooks	"	Instructional Materials
Physically Handicapped	Supervisors	Child Welfare
Placement	Teacher Coordinator	" "
Supplies	Supervisor	Physical Properties
Youth Guidance Center	"	Child Welfare

DEPARTMENTS	ADMINISTRATOR OF DEPARTMENT	DIVISION OF
Electronic Data Processing	Supervisor	Fiscal Control
Classified Personnel	"	Personnel
Payroll	"	Fiscal Control
PROFESSIONAL LIBRARY	Supervisor	Instructional Materials



## ARTICLE 2 - ADMINISTRATION

## PERSONNEL ADVISORY COMMITTEE

To assist in the assembling of information and the formation of policies, a personnel committee shall be appointed by the Superintendent. The Personnel Advisory Committee shall be concerned with the development or change of personnel policies and procedures, with the conduct of personnel service, and with the records, researches, and public relations that may be involved.

The membership of the Personnel Advisory Committee shall include the Superintendent, the Coordinator of Personnel, the Assistant Superintendents of Instruction, the Coordinator of Child Welfare, the President of City College, and the Legal Adviser. When problems pertaining to personnel in special fields arise, a representative from that field may be invited to sit with the committee.

All decisions of the Personnel Division and the Personnel Advisory Committee affecting selection, assignment, salary, transfer, promotion, dismissal, resignation, retirement, and leaves of absence, not otherwise provided in these regulations, shall become effective only with the approval of the Superintendent.







ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PROCEDURE FOR DEPOSIT OF COLLECTIONS FOR SCHOOL DISTRICT

All funds collected by the school district must be transmitted through the Division of Fiscal Control for deposit in the County Treasury to the credit of the proper fund.

No disbursement may be made from funds collected for the school district except through regular channels for purchasing and disbursing.

Student Body funds are collected, controlled, and disbursed in accordance with the provisions of the "Manual for the Control of Student Body Funds."





ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

REQUISITIONS AND DELIVERY OF SUPPLIES

1. The principal shall submit to the Superintendent's office on a prescribed form requisitions for books, apparatus, supplies, repairs, and improvements.

2. Requisitions for special equipment for various departments such as Industrial Arts, Art, Music, Home Economics, and Physical Education shall be prepared by the responsible administrator.

3. On delivery of materials, supplies, or services, the principal shall be responsible for clearing the Material Received Report upon satisfactory delivery. The receiving and verifying of receipt of materials, supplies, or services may be delegated by the principal to a member of the staff.

4. Term requisitions, within the limitations of the school budget, are submitted to the Bureau of Supplies. The principal may appoint the department head or teacher in a particular department to assist in processing these requisitions.



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

OPERATION OF SCHCOL PLANT

The school plant shall include the school and administrative buildings of the district. The custodial services for the operational procedures shall include those rendered by janitors, janitresses, and engineers. These services shall be under the general direction of the Assistant Superintendent of Physical Properties and the supervision of the Supervisor of Janitors and the Chief Operational Engineers.

A MANUAL prepared and distributed by the Assistant Superintendent of Physical Properties covers these operations.



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

MAINTENANCE OF PLANT

PROCEDURE RE WILLFUL DAMAGE TO SCHOOL PROPERTY

1. Break-ins and vandalism should be reported as soon as discovered to the Division of Physical Properties. One of the following persons should be notified:

Assistant Superintendent in Charge of Physical Properties  
Supervisor of Janitors  
Assistant Supervisor of Janitors

2. If special assistance is needed for cleaning a room or rooms as a result of vandalism, emergency janitorial help may be requested from the Physical Properties staff.

3. After notifying a member of the Physical Properties staff, the principal, unless instructed to do otherwise, is to notify the local police station. No other person in the school is to call the police unless so authorized by the principal.

4. After a member of the Physical Properties staff has had an opportunity to inspect the damage, the Assistant Superintendent in Charge of Physical Properties is to report an estimate of the damage to the Supervisor, Child Welfare Division and to the Chief, Division of Fiscal Control.

5. The Supervisor of Child Welfare will report the estimate of damages to the Juvenile Court and take the necessary steps for collection of the costs when the vandals have been apprehended.

6. The school itself is to make every effort to secure the names of those involved in the vandalism and is to apprise its local police station of any evidence it secures.

7. If a student is found to have been involved in the degradation, he is to be suspended by his school principal until steps have been taken to arrange for restitution. Regulations limit suspensions to ten days but upon approval of the Child Welfare staff, suspension of secondary school pupils may be extended to the end of the semester.

8. When restitution is not made by or in behalf of a person who has committed vandalism in one of the schools, the case is to be referred by the Supervisor of Child Welfare to the Legal Adviser for the purpose of determining what further course of action should be taken.

9. Monies recovered by the Supervisor of Child Welfare or by another officer of the school district are to be deposited with the Bureau of Accounts.

(continued)





ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PROCEDURE RE WILLFUL DAMAGE TO SCHOOL PROPERTY (continued)

10. In the event of deliberate but superficial damage, such as the marking of a table or the breaking of a window, the principal is to take the following steps, in addition to any disciplinary action he may consider advisable:

- a. Arrange with the Division of Physical Properties or the Bureau of Supplies, whichever is concerned, for an estimate.
- b. Collect the funds from the student or his parents and deposit the money with the Bureau of Accounts.
- c. Consult with the Legal Adviser in the event he is unable to collect for the damages.

It is recognized that unusual circumstances may render inadequate the general procedures outlined above. In such an instance the principal should consult with the assistant superintendent of his division in determining steps to be taken.

The Board of Education has resolved that in the case of willful damage or destruction of school property the Superintendent is authorized to collect for the loss as he deems advisable, through the Legal Adviser, from the offenders or their parents or guardians. The Legal Adviser may refer the matter of collection to the Bureau of Delinquent Revenues of the City and County of San Francisco.

(Section 10606, State Education Code, covers this subject)



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CHILD CARE CENTERS

MAINTENANCE OF PLANT - PROCEDURE RE WILLFUL DAMAGE  
TO SCHOOL PROPERTY

Child Care Centers located in public school buildings will follow the same procedure as established in the schools except as herein noted. Head teachers or teachers in charge will notify the child care center office and the principal of the school immediately upon discovery of any break-ins or vandalism.

All centers not located in public school buildings will notify the child care center office immediately upon the discovery of a break-in or vandalism to child care property.



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

INSURANCE - AUTOMOTIVE EQUIPMENT

The following insurance protection and limits of liability shall be included in the automobile insurance coverage for cars owned by or operated for the Board of Education:

Ownership Coverage:

Comprehensive Fire & Theft

Bodily Injury Liability \$300/600,000

Property Damage Liability \$100,000

Collision \$100 Deductible (Driver Training only)

Non-ownership Coverage:

Bodily Injury and Property Damage Liability for cars operated on School District business same limits as District owned equipment.



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CAFETERIAS - FREE AND/OR REDUCED PRICE MEALS FOR NEEDY PUPILS

1. The following regulations are established for the operation of the program for free and/or reduced price meals for needy pupils.

- a. The current Lower Standard of Living for San Francisco as determined by the U. S. Department of Labor, Bureau of Labor Statistics, as of July 1 of each calendar year, shall determine the basis of eligibility.
- b. Priority 1 - All children from AFDC families and those from Non-AFDC families with comparable incomes are automatically eligible for Free and/or Reduced Price Meals if desired.
- c. Priority 2 - Children from any family, regardless of income, who would not, in the judgment of the Principal, his designee or the Appeal Review Committee, receive proper nourishment shall be entitled to Free and/or Reduced Price Meals by completing the proper application.
- d. Parents shall be notified as near the beginning of each school year as possible about the availability of Free and/or Reduced Price Meals to needy children who would not otherwise receive proper nourishment. An application shall accompany each notice. A notice of the availability of Free and/or Reduced Price Meals to needy children shall be included in the monthly school lunch menu which is distributed to all students in the District.
- e. Applications may also be secured by all interested parents from the school site principals and social welfare agencies in the community.
- f. Completed applications may be returned to the Cafeteria Division at the Central Office, 135 Van Ness Avenue or to the school site principal.
- g. All applications are to be processed by the Cafeteria Division in the Central Office according to current criteria for determining eligibility.
- h. An eligibility list shall be sent to each appropriate school by the Cafeteria Office. On approval by the Supervisor of Cafeterias, the management of the cafeteria shall be authorized to serve meals to such students without charge, or at a reduced price.

(continued)





ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CAFETERIAS - FREE AND/OR REDUCED PRICE MEALS FOR NEEDY PUPILS  
(continued)

- i. A system of collecting payments from paying children and accounting for free and/or reduced price meals must be provided for and maintained in a manner which will protect anonymity of the children receiving free and/or reduced price meals in the lunchroom, classroom, or other environs of the attendance unit.
- j. All names of pupils on completed applications are presumed to be eligible and may participate immediately in the program, such participation to continue until and unless the pupil subsequently is declared ineligible by final determination of the Appeal Review Committee.
- k. The names of students entitled to this service shall be kept in a confidential file in the principal's office subject to audit by the Accounting Division.
- l. Pupil begins participation in the program.
- m. Billing for free, or at a reduced price, meal services shall be made in accordance with procedures established by the Superintendent.
- n. Meals shall be made available to students on a free and reduced price basis (half-price).
- o. Free and reduced price meals shall be of two types - emergency (1 - 5 days) and continuous (1 - 180 days).
- p. Emergency free or reduced price meals shall be supplied without formal application upon approval by the principal or his designee.
- q. Free and reduced price meals shall be financed by funds appropriated for such purpose.
- r. Free or reduced price meals shall be approved without discrimination due to race, creed, or national origin.

2. The following procedures are to be used in carrying out the program for providing free and/or reduced price meals for needy pupils.

- a. Emergency free lunches to students shall be provided upon request of a parent, school personnel, other responsible person, or student.

(continued)



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CAFETERIAS - FREE AND/OR REDUCED PRICE MEALS FOR NEEDY PUPILS  
(continued)

- b. Continuous free and/or reduced price meals shall only be available to those pupils whose applications have been approved by the Determiner of Eligibility's current criteria.
- c. Where necessary, information regarding free or reduced price meals shall be provided in languages other than English or with the services of an interpreter.
- d. Emergency free lunches shall be provided for a period not to exceed two consecutive periods of five days each. If the need exists for longer than this, the parent or guardian shall be required to file a formal application.
- e. At the elementary level for purposes of anonymity and audit, free, reduced price, or regular school lunch cards will be issued to be used on a per school month, weekly, or daily basis as best suited to the local school site operation. Monies are to be collected by the classroom teachers or other principal's designees, and reported to the principal who will keep records sufficient for proper auditing and deliver funds to the cafeteria operator for deposit.
- f. At the secondary level because of the numerous variables between schools the program will be administered according to arrangements developed at the local school site as long as such arrangements make proper provision for student anonymity and sufficiency for audit. Procedures for each school shall be kept on file in the Secondary Office.

3. Appeals Procedure

- a. The parent will be notified of a child's ineligibility by the Central Office's Cafeteria Division. Notices of ineligibility shall be accompanied with the Guidelines for Appeal.
- b. Appeal may be made in writing and/or in person to an Appeal Review Committee established for this purpose.

(continued)





ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CAFETERIAS - FREE AND/OR REDUCED PRICE MEALS FOR NEEDY PUPILS  
(continued)

- c. The Appeal Review Committee shall be chaired by appropriate representation from the Human Relations Office. Membership on the Committee shall consist of representatives from the Cafeteria Division, the Division where the complaint(s) originate, and a representative from the community in which the complaint(s) originate.
- d. The Appeal Review Committee shall provide notice of action to the Appellant and the Principal.

Approved by Superintendent 5/1970





## ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PROCEDURES FOR SELECTION OF ARCHITECTS FOR SCHOOL  
BUILDING PROJECTS

Pursuant to Board Policy P3664 following is the procedure to be used for the selection of architects for the San Francisco Unified School District.

- A. The San Francisco Unified School District will solicit, through the Northern California Section of the A.I.A., architectural firms to submit applications for specific building projects. Architects maintaining Bay Area offices and staff, should be encouraged to submit applications. Members of the School Planning Division, Department of Education, State of California, as well as staff members of local colleges and universities and individual staff members of the School District, should be urged to request competent architects to apply. The School District will use its own application form. Said forms will be available upon request from the office of the Division of Buildings and Grounds, San Francisco Unified School District.
- B. The Architectural Selection Committee shall be composed of approximately ten to twenty members representing the School District and community organizations. The procedure for the development and operation of this committee will be divided into five parts.
  1. Parents and appropriate community representatives will be presented with a communication from the Superintendent of Schools inviting them to participate in the selection of an architect who will design a school for their community. Depending upon the number of community organizations, representatives for each organization may vary from one to several. Each organization will present the name of its representative or representatives to the Assistant Superintendent of the appropriate instructional level.
  2. School members will be appointed to the committee through a selection process administered by the Assistant Superintendent of the appropriate instructional level. The Assistant Superintendent will include reasonable representation from both teacher and administrative groups, in the development of a committee for each different project. The Assistant

(continued)



ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PROCEDURES FOR SELECTION OF ARCHITECTS FOR SCHOOL  
BUILDING PROJECTS (continued)

Superintendent should select as many as possible who may identify with the proposed school building project. He may continue on the committee, from project to project, several school members in order to maintain continuity of educational requirements, but should also add a majority of new school personnel for the infusion of new ideas and new programs.

3. The committee will be chaired by a representative from the Division of Buildings and Grounds. He shall not be a voting member of the committee. His responsibility will be to secure specialists and consultants as resources for the committee. He will establish operational rules, determine the schedules for conferences, be responsible for minutes of each meeting, and will otherwise be a staff person to the committee.
4. It shall be the duty of the Architectural Selection Committee to prepare a list of from seven to ten architectural firms which will be submitted to the Director of Public Works, City and County of San Francisco, through the Superintendent of Schools. The following items may be considered some of the responsibilities and functions of the committee.
  - (a) It will seek information, through specialists in the areas of education and school planning, to develop confidence necessary for the selection of creative architects capable of designing a contemporary school.
  - (b) It will establish the general criteria to be used as a basis for decision making.
  - (c) It will determine the number of architectural firms to be interviewed. With the assistance of specialists, the committee will reduce the total number of architects to workable limits for interviews.
  - (d) The committee members will contact prior clients of prospective architectural firms.

(continued)





ARTICLE 3 - BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PROCEDURES FOR SELECTION OF ARCHITECTS FOR SCHOOL  
BUILDING PROJECTS (continued)

- (e) Through the process of review and evaluation of organizations from various architectural firms, together with data obtained from interviews, the committee will arrive at its decision and will submit the names of the recommended firms to the Superintendent of Schools without specifying a priority. A descriptive paragraph of each firm substantiating the committee's recommendation would be in order.
- 5. The Superintendent of Schools will present the final panel of architectural firms to the Director of Public Works who, through further evaluation, will reduce the list to three firms. The Director of Public Works will then return these names to the Superintendent of Schools and the Board of Education for the final selection.

Other committees will participate in the development, planning and completion of the school projects. One such committee will prepare the educational specifications under the direction and guidance of the Associate Superintendent in charge of all instructional programs.

Another committee will review the planning process of the school with the project architect. This committee will be appointed and directed by the Assistant Superintendent of the respective instructional level. Other committees participating will be in the field of curriculum, supplies and furniture.

In order that there will be reasonable continuity within the development of the different phases of school planning and construction, it should be necessary that some members of the Architectural Selection Committee be integrated within all other committees.

Approved by Superintendent 11/17/69









## ARTICLE 4 - PERSONNEL - CERTIFICATED

## RECOMMENDED APPOINTMENTS

When no eligibility list exists, full-time probationary appointments shall be filled as follows: A committee composed of the Personnel Coordinator, the assistant superintendent in charge of the division in which the vacancy exists, and such other members as may be designated by the foregoing shall recommend an appointee to the Superintendent, the appointment to be approved by the Board of Education.



## ARTICLE 4 - PERSONNEL, CERTIFICATED

## SPECIAL ELIGIBILITY COMMITTEE

Board of Education Policy P4112, paragraph 3, provides for the disqualification from placement on eligibility lists and for the removal of candidates from eligibility lists. This regulation establishes a procedure for this purpose.

## 1. Membership

- a. The Special Eligibility Committee shall be composed of two teachers and one administrator who have been recommended to the assistant superintendent of the Personnel Service Division by their respective teacher and administrative organizations.
- b. Members shall serve on the committee for a term of three years from the date of appointment. Members appointed to the 1968-69 committee shall draw straws to determine length of service on a staggered basis of one, two, or three years.
- c. The chairmanship shall rotate among the members, but the office cannot be held by a member until he has served on the committee for one year. Term of office for the chairmanship shall be limited to one school year.
- d. Two representatives, one each from a teacher and administrative organization, shall be selected by the assistant superintendent to serve as alternates to the committee.
  - (1) An alternate shall serve on the committee only during an emergency when one of the committee members cannot attend the formal meeting scheduled with the applicant.
  - (2) No more than one alternate may serve on the committee during a hearing with an applicant. When two committee members are absent, the chairman shall cancel the meeting and reschedule another meeting with an applicant.
  - (3) An alternate shall be appointed by the assistant superintendent as a regular member of the committee to fill the unexpired term of any member who vacates the committee office.
  - (4) The assistant superintendent shall fill any vacancy of an alternate according to the same procedure as set forth in Section 4 above.

## 2. Assistants to the Committee

- a. The legal advisor of the San Francisco Unified School District shall serve as consultant to the committee.
- b. The personnel coordinator shall assign an assistant from his staff to serve at the pleasure of the committee.

(continued)



Administrative Regulations Manual

ARTICLE " - PERSONNEL, CERTIFICATED

SPECIAL ELIGIBILITY COMMITTEE (continued)

3. Meetings

- a. The chairman shall schedule meetings of its members to consider committee matters.
- b. The chairman shall schedule meetings between the special committee and the applicant whom the personnel coordinator has recommended for disqualification from placement on the Eligibility List or for disqualification from an appointment and removal of the applicant from the eligibility list.
  - (1) The date of the meeting should not be less than ten days from the day when the applicant is notified by registered mail of the date and time to appear before the special committee.
  - (2) If an applicant presents a valid reason why he cannot attend the meeting on the appointed date, the chairman will then reschedule another meeting.
  - (3) An applicant shall be advised at the time he meets with the personnel coordinator and later when he receives the registered letter that if he fails to keep the scheduled appointment with the committee his case shall be reviewed by the committee in his absence.
  - (4) The date for a hearing with the applicant shall be selected by the chairman only when the personnel coordinator can attend the meeting.
  - (5) The chairman shall inform the legal consultant of any scheduled hearing so that he may be available to the committee for consultation if needed.
- c. When informed by the chairman that a formal hearing is scheduled between the committee and an applicant during the regular school day, the assistant superintendent of the Personnel Services Division shall provide school substitutes to relieve committee members.

4. Operating Procedures

- a. Committee members must treat all material in the personnel folders as confidential and shall discuss each case only with other committee members and the legal consultant or the staff person designated by the personnel office to assist the committee.
- b. The personnel folder of the applicant shall be kept by the personnel coordinator in his office where it shall be made available for study to committee members at their convenience. Committee members shall not remove the folder nor any of its contents from the Central Administration Building.

(continued)





ARTICLE 4 - PERSONNEL, CERTIFICATED

SPECIAL ELIGIBILITY COMMITTEE (continued)

4. Operating Procedures (continued)

- c. At the time each committee member studies the personnel folder, he shall receive a copy of the allegations the personnel coordinator has prepared on the applicant. Each member may keep this copy as well as notes taken from information contained in the applicant's folder, but after the balloting has been conducted each member must surrender such items to the chairman who shall properly dispose of the confidential materials.
- d. At the time he meets with the personnel coordinator, each applicant shall be presented with a written copy containing the general nature of all allegations prepared against his employment and a copy containing the district's procedures for disqualification from placement on the eligibility list. One step in the procedure should emphasize the applicant's right to be represented before the committee hearing by a person of his choice. A statement signed by the applicant to the effect that he has received both copies shall be kept in the personnel folder.
- e. If, subsequent to the issuance of the copy of charges to the applicant, the personnel coordinator receives additional information resulting in a new allegation, the personnel coordinator shall submit to the applicant personally or through a registered letter another copy containing all allegations against the applicant. At the same time, the personnel coordinator shall present committee members with copies of all the allegations.
- f. The personnel coordinator shall be responsible for providing facilities suitable for the committee to conduct its meeting.
- g. The personnel folder for the applicant shall be issued to the chairman prior to each meeting and shall be returned by him to the personnel office after each meeting.
- h. The personnel coordinator shall provide clerical services as needed and requested by the chairman. He shall also provide the chairman with typed ballot forms containing the applicant's name and the statements: "I agree with the recommendation of the personnel coordinator" and "I do not agree with the recommendation of the personnel coordinator."
- i. The formal meeting with the applicant will be conducted under the direction of the chairman. After introducing the committee to the applicant and his representative, the chairman shall start the proceedings by requesting the personnel coordinator and/or his staff assistants to present allegations and evidence before hearing from the applicant and/or his representative. Then committee members may question either

(continued)



Administrative Regulations Manual

ARTICLE 4 - PERSONNEL, CERTIFICATED

SPECIAL ELIGIBILITY COMMITTEE (continued)

4. Operating Procedures (continued)

- party regarding any aspect of given testimony or material contained within the personnel folder of the applicant. When the committee is satisfied it has heard sufficient testimony, the chairman shall dismiss both parties in order to conduct its voting by secret ballot.
- j. If the committee decides it should not vote at that time, the chairman shall select a date within a reasonable length of time for the committee to meet again to conduct the balloting.
  - k. Also if any member needs time to deliberate the case, he shall be given sufficient time by the chairman to submit his secret ballot.
  - l. Each committee member shall indicate his decision on the secret ballot by crossing out the sentence representing the meaning opposite to his choice. After placing the marked ballot inside an envelope, he shall give the unmarked, sealed envelope to the chairman.
  - m. After the chairman has collected all three secret ballots, he shall present them to the legal consultant who shall announce the official outcome of the vote.
  - n. The official results of the vote shall be placed in writing by the chairman, over his signature, and presented to the personnel coordinator who is responsible for carrying out the appropriate action as indicated by the vote.
  - o. Only a unanimous vote of the committee members to accept the recommendation of the personnel coordinator will result in the removal of an applicant from the Eligibility List.
  - p. As soon as possible the teacher applicant shall be notified of the decision of the committee. If the decision is to retain the applicant on the Eligibility List, the applicant will be given a personal explanation as to his position and the possibility of future employment. If the decision is to disqualify or remove from the Eligibility List, the applicant will be given a personal explanation concerning the implications of this decision.

Approved by Superintendent 11/12/68



## ARTICLE 4 - PERSONNEL - CERTIFICATED

## ASSIGNMENT AND TRANSFER - PERMANENT PERSONNEL

1. Initiation of Transfer Proceedings

- a. Transfer may be requested by the teacher, the principal, or the head of the instructional division.
- b. Teacher initiated requests. Duplicate requests shall be submitted to the Personnel Office on forms provided by that office. One is filed there and the other with the head of the instructional division concerned. A conference with the latter is recommended

If it is a transfer-appointment from one division to another, cards should be filed in the offices of both divisions.

Such requests may be submitted at any time, but those filed before May 1 and December 1 will receive prior consideration for the following semester. Requests which have not yet been approved will be kept on file in pending status unless withdrawn at the written request of the teacher.

- c. Teacher transfers requested by principals. When a principal concludes that the transfer of a teacher is required, he shall submit a written request for the teacher's transfer to the head of the instructional division concerned.

If the services of the teacher have been unsatisfactory, the request shall take the form of an evaluation of teaching services which will set forth the nature of the unsatisfactory services, and such report shall be discussed with, and signed by, the teacher in question.

If the services of the teacher have been satisfactory, this request shall be made in writing and a copy of the letter shall be furnished the teacher, setting forth the reason for transfer.

- d. Teacher transfers initiated by instructional division heads. When such transfers are made, the teacher shall be notified by the principal or the instructional division head, in writing or in conference, concerning the reason for the transfer, except during a period when a teacher is on leave of absence.

(continued)





ARTICLE 4 - PERSONNEL, CERTIFICATED

ASSIGNMENT AND TRANSFER - PERMANENT PERSONNEL (continued)

Teachers on leave of absence, whose positions have been transferred during their absence, shall be notified by the Personnel Division of the transfer and may request, in writing, re-transfer to positions in the school to which assigned at the time the leave was granted. Such requests will be approved whenever possible.

- e. Transfer within schools. Transfers of teachers to other subjects or grades may be made by the principal of the school, with the approval of the appropriate instructional division head. Certification regulations must be respected in all cases.

Probationary teachers in the junior or senior high schools are required to serve at least 50 per cent of their assignments in the subject field (s) in which they were originally appointed. Upon completion of the probationary period, they may be reassigned in accordance with certification and the administrator's discretion.

- f. Transfers should be initiated as far in advance as possible, in order that the transferee may prepare adequately for the new assignment. Transfers during the school semester are recognized as necessary on occasion, but should not be effected except in cases of emergency or when necessary in the interests of the children, the teacher, or the school district.

2. Transfers between Divisions

- a. Teachers may qualify for transfer between instructional divisions by placement on an appropriate eligibility list.
- b. When no eligibility list exists, a transfer may be effected by recommendation of the head of the division to which transfer is desired.
- c. Not more than 2 per cent of the teachers in any instructional division nor more than 3 teachers in any subject field may be transferred and appointed to any one division in any school year. Exceptions are placement on the eligibility list and agreement by the heads of the two divisions concerned.

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## ARTICLE 4 - PERSONNEL - CERTIFICATED

## ASSIGNMENT AND TRANSFER - PERMANENT PERSONNEL

Preamble

The objective of this transfer procedure is to assure effective education in the schools of the San Francisco Unified School District by helping to promote the highest possible level of teacher morale.

1. Initiation of Transfer Proceedings

a. Transfer may be requested by the teacher, the principal, or the head of the instructional division.

b. Teacher Initiated Requests. Triplicate requests shall be submitted to the Personnel Office on forms provided by that office. One is filed there, another with the head of the instructional division concerned, and one will be kept by the teacher. A conference with the instructional division head is recommended.

If it is a transfer-appointment from one division to another, cards should be filed in the offices of both divisions.

Such requests may be submitted at any time. If transfer is not accomplished within 2 years of the date submitted, the teacher's request shall become invalid and the teacher so advised by the Personnel Division. The teacher may then submit an additional request if he so desires. Requests may be removed on the written request of the teacher at any time.

A list of teachers desiring transfer, or transfer and appointment to other instructional divisions, shall be prepared by the Personnel Division immediately following November 1, and April 1. These lists shall show the teacher's name, school(s) to which transfer is desired, school to which teacher is presently assigned, subject or grade level desired (must be in accordance with certification), and date of transfer request. Names shall be listed in order of seniority in the District, but probationers within a division shall be so identified.

Copies of the transfer list shall be furnished to each instructional division head and to each elementary and secondary principal. Any teacher may have access to the list in the principal's office.

In staffing the schools, instructional division heads shall fill vacancies by transfer where educationally feasible before recommending a probationary appointment. In considering transfer requests,

(continued)



ARTICLE 4 - PERSONNEL - CERTIFICATED

ASSIGNMENT AND TRANSFER - PERMANENT PERSONNEL

b. Teacher Initiated Requests (continued)

recognition of tenure in the District as well as tenure in the division will be taken into consideration. Consultation with principals, or other supervisory personnel may be necessary or desirable in discharging this responsibility and is recommended in difficult cases.

Vacancies created by transfer should also be filled by transfer, whenever educational considerations permit. Requests for teachers, whose names appear on the transfer list may be submitted by principals, but the division head shall be responsible for any transfer recommendations made.

By January 20 and June 1, a preliminary list shall be published for distribution to the schools by division, showing the transfers made to date.

By February 15 and September 15 a supplemental list shall be published for distribution to the schools by division, showing the transfers and/or transfer-appointments made.

The teachers may have access to such lists in the principal's office.

c. Teacher Transfers Requested by Principals. When a principal concludes that the transfer of a teacher is required, he shall submit a written request for the teacher's transfer to the head of the instructional division concerned.

If the services of the teacher have been unsatisfactory, the request shall take the form of an evaluation of teaching services which will set forth the nature of the unsatisfactory services, and such report shall be discussed with, and signed by, the teacher in question.

If the services of the teacher have been satisfactory, this request shall be made in writing and a copy of the letter shall be furnished the teacher, setting forth the reason for the transfer.

d. Teacher Transfers Initiated by Instructional Division Heads. When such transfers are made, the teacher shall be notified by the principal or the instructional division head, in writing or in conference, concerning the reason for the transfer, except during a period when a teacher is on leave of absence.

Teachers on leave of absence, whose positions have been transferred during their absence, shall be notified by the Personnel Division of the transfer and may request, in writing, re-transfer to a position in the school to which assigned at the time the leave was granted. Such requests will be approved whenever possible.

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ARTICLE 4 - PERSONNEL - CERTIFICATED

ASSIGNMENT AND TRANSFER - PERMANENT PERSONNEL

e. Transfer Within Schools. Transfers of teachers to other subjects or grades may be made by the principal of the school, with the approval of the appropriate instructional division head. Certification regulations must be respected in all cases.

Probationary teachers in the junior or senior high schools are required to serve at least 50 per cent of their assignments in the subject field(s) in which they were originally appointed. Upon completion of the probationary period, they may be reassigned in accordance with certification and the administrator's discretion.

2. Transfers Between Divisions

a. Teachers may qualify for transfer between instructional divisions by placement on an appropriate eligibility list.

b. When no eligibility list exists, a transfer may be effected by recommendation of the head of the division to which transfer is desired.

c. Not more than 4 per cent of the teachers in any instructional division may be transferred and appointed to any one division in any school year. Exceptions are placement on the eligibility list and agreement by the heads of the two divisions concerned.

d. Teachers shall have the right to a conference regarding transfer procedures with the principal, instructional division head, and/or other administrative/supervisory personnel, and if desired, may utilize the grievance procedures of the District.

e. If the head of the instructional division to which transfer and appointment is desired approves the qualifications of the teacher desiring the change, he must recommend, prior to June 1 or December 1, the transfer and appointment of the teacher, notifying the head of the instructional division from which transfer is being recommended of his action.

3. Balance Among Schools

It is recognized that it is the responsibility of the division head to maintain at all times a balance of instructional service among the schools in his division.

(Transfer procedure approved by Superintendent September 20, 1966.)





ARTICLE 4 - PERSONNEL, CERTIFICATED

EVALUATION OF TEACHING SERVICES

Principals, and Coordinators, Directors, and Supervisors of Instruction having administrative responsibilities shall submit teacher evaluation reports near the end of each semester on specific dates to be announced by the Personnel Coordinator. The printed form used for this evaluation covers items describing classroom teaching, personal characteristics, and out-of-classroom responsibilities; the administrator rates the teacher on the qualifications listed.

Teachers subject to mandatory reports include the following:

1. Full-time probationary teachers, each semester of probationary service.
2. Part-time probationary teachers, each semester of the first year of service.
3. Permanent teachers whose services have been unsatisfactory during the current semester or whose transfer is being recommended.
4. Long-term substitute teachers, each semester of service up to three years, or as directed by the Personnel Coordinator.

Reports on permanent or probationary teachers carrying a recommendation of "Do Not Retain" for any cause must be submitted not later than February 15.\*

Whenever a teacher of any classification has made an unusual and outstanding contribution which should become a part of the teacher's permanent record, the administrator may, at his discretion, use the printed form in lieu of, or to supplement, other statements.

\* Date changed to conform to requirements of Education Code §13443



ARTICLE 4 - PERSONNEL, CERTIFICATED

SUBSTITUTE TEACHERS - CHILD CARE CENTERS

Application Required

Each applicant must provide the Child Care Centers Division with accurate and complete data required on the application form. This application must be on file with the Child Care Centers Division prior to the initial interview with the applicant.



ARTICLE 4 - PERSONNEL - CERTIFICATED

SUBSTITUTE TEACHERS - DAY-TO-DAY

Principal's Duties

The principal shall check the arrival of a day-to-day substitute teacher and supervise his work from time of arrival.

If a day-to-day substitute teacher has been employed in the school for at least ten consecutive days, the principal shall submit a report on the efficiency of such substitute, which shall state the degree of success or failure, on a form provided for the purpose.

It is understood that principals are invited to make evaluation reports for outstanding substitutes or unsatisfactory substitutes at their own discretion.





ARTICLE 4 - PERSONNEL - CERTIFICATED

THE TEACHER - ACTIVITIES

Care of Classroom

The teacher is responsible for the proper ventilation of the classroom and for maintaining the temperature between 65 and 68 degrees Fahrenheit, so far as this is possible. He must see to it that a maximum amount of light is secured in the classroom, but that direct sunlight does not fall upon pupils' desks. He shall cooperate with the principal in enforcing regulations relating to the health of pupils and employees.

The teacher should report to the principal any malfunction or damage to school property or equipment which is in his immediate charge or of which he may have knowledge.



ARTICLE 4 - PERSONNEL - CERTIFICATED

THE TEACHER - ACTIVITIES

Interviews and Telephone Calls During School Hours

Interviews with teachers on school business during school hours must be arranged through the principal. During the school day, teachers may not be interviewed in reference to business other than that of the school.

During the hours of instruction teachers will not be notified of telephone calls except in cases of extreme emergency.



## ARTICLE 4 - PERSONNEL, CERTIFICATED

## PROFESSIONAL GROWTH

Self-development and progress in the profession are considered essential for the professional growth of the teacher. A program of in-service training developed and administered throughout the instructional division by the Coordinator of Curriculum, the Coordinator of Salaries, and the Curriculum In-service Committee appointed by the Superintendent is available for all teachers. Travel, exchange positions, transfers to new assignments, and acceptance of opportunities for semi-administrative experience constitute desirable means of broadening the teacher's professional background.



ARTICLE 4 - PERSONNEL, CERTIFICATED

PROFESSIONAL GROWTH

Teachers' Meetings. The principal shall call teachers' meetings after school hours on the first or third Tuesday of each school month, or both, and at such other times as, in his judgment, meetings seem necessary. Except in cases of emergency, the principal shall avoid calling teachers' meetings during school hours. Unless excused by the principal, a teacher shall attend all teachers' meetings called by the principal.

Principals shall see that teachers attend meetings to which they are called by the Superintendent, Assistant Superintendents, Directors, Coordinators, or Supervisors.





ARTICLE 4 - PERSONNEL, CERTIFICATED

ADMINISTRATOR/SUPERVISOR SELECTION REGULATIONS

SECTION I

I. SELECTION OF SPECIFIED FIELD ADMINISTRATIVE STAFF MEMBERS  
ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH SCHOOLS

A. Applications

1. Applications for administrative or supervisory positions shall be submitted on blanks provided by the Personnel Division.
2. Separate application files shall be maintained in the Personnel Division for each of the following positions:
  - a. Senior High School Principal
  - b. Senior High School Assistant Principal and Dean of Boys
  - c. Senior High School Assistant Principal and Dean of Girls
  - d. Senior High School Head Counselor
  - e. Senior High School Department Head--  
All Subject Fields
  - f. Junior High School Principal
  - g. Junior High School Assistant Principal and Dean of Boys
  - h. Junior High School Assistant Principal and Dean of Girls
  - i. Junior High School Head Counselor
  - j. Elementary-Junior High Summer School Administrators
  - k. Elementary School Principal
  - l. Elementary School Assistant Principal
3. Applicants who wish to be considered for more than one of the foregoing positions shall place a separate application on file for each position desired.
4. Applications for these positions shall be invited annually, in February, by means of the Superintendent's Bulletin, Personnel Division Bulletins, or other suitable means. Such invitations shall specify March 1 as the deadline for receipt of applications to be considered during the following calendar year and shall instruct those interested to call at the office of the Personnel Division for more complete information.
5. Each applicant shall be responsible for keeping up-to-date the information on his application blank(s).

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## ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES

INTRODUCTION

Board Policy P4110 provides in part as follows:

"Personnel Services is responsible for the procurement and maintenance of a staff, competently trained, physically and mentally healthy, unified in purpose and organization, and devoted to the cause of excellence of public education and to the broader cultural and political purposes of the government. \* \* \*

"In order to meet the educational and social needs of our time, it shall be the policy of the Board to maintain for each school and for the district as a whole a staff that is diversified as to age, sex, race, marital status, training, experience, educational viewpoint, geographical and ethnic background."

SELECTION GUIDELINES

In order to implement an effective selection program of urban school administrators, the following guidelines have been developed:

A. Requirements:

1. A California Supervision or Administrative Credential or a Supervision or Administrative Intern Credential.
2. A Master of Arts Degree or enrollment in a program toward such a degree.
3. Experience in teaching or working with urban children.
4. Administrative experience for principalship, supervisors or above.

B. Criteria:

The urban administrator should possess the following skills:

1. The ability to relate to the individual child and to families of different life styles, new types of student movements, professional organizations, community groups and organizations outside youth groups, parents, citizens, Civil Rights and business groups.
2. The wisdom, courage and character to lead, communicate, involve, listen, disagree and guide in decision making in a climate of diversity and change for the relevant education of urban youth. He must be able to face the challenges of today's urban setting which require great sensitivity and ability in working effectively with multi-cultural communities. He must be a leader in the school and the community and be able to communicate, and to foster a positive relationship of home, school and community.

(continued)



ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

3. The urban administrator should have training, experience and education in all phases of multi-cultural relations and human relations, as well as knowledge of psychology, sociology, and other current educational concepts.

SELECTION PROCEDURES

A. Applications:

1. Applications for administrative or supervisory positions shall be submitted on blanks provided by the Personnel Services Division.
2. Separate application files shall be maintained in the offices of the Personnel Services Division for each of the following positions:
  - a. Adult School Principal
  - b. Adult School Registrar
  - c. Senior High School Principal
  - d. Senior High School Assistant Principal
  - e. Senior High School Dean of Boys
  - f. Senior High School Dean of Girls
  - g. Senior High School Department Head - All Subject Fields
  - h. Junior High School Principal
  - i. Junior High School Assistant Principal
  - j. Junior High School Dean of Boys
  - k. Junior High School Dean of Girls
  - l. Elementary School Principal
  - m. Elementary School Assistant Principal
  - n. Summer School Administrators - All Grade levels
3. Applicants who wish to be considered for more than one of the foregoing positions should place a separate application on file for each position desired.
4. Applications for these positions shall be invited annually by means of the Superintendent's Newsletter, Personnel Service Bulletins, or other suitable means. Such invitations shall specify a deadline for receipt of applications to be considered during the following calendar year and shall instruct those interested to call at the office of Personnel Services for more complete information. (See item #7 below.)
5. Each applicant shall be responsible for keeping up-to-date information on his application blank(s).

(continued)







ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

6. All applications for these positions will be retained in file until withdrawn by the applicant or until the applicant receives the desired appointment, except that applications for positions or administrators in the Elementary, Junior, Senior and Adult Summer Schools shall be submitted anew each year when applications are invited.
7. Applications for the positions listed in Part A, item #2 of this section may be submitted at any time but must be submitted by the deadline stated in the annual invitation for applications, if the applicant is to be scheduled for an oral interview during the regular interviewing cycle. An applicant is under consideration for any administrative position when his formal application is received. Special interviews may be scheduled by Personnel Services Division if needed.
8. Applications for administrative or supervisory positions other than those listed above must be submitted in accordance with the instructions announcing the vacancy.
9. Application files will not be maintained for other administrative or supervisory positions but will be established as vacancies are announced.

B. Requirements for Appointment:

Position	Degree	*Certification
Adult School Principal	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or equivalent Internship Credential.
Senior High School Principal	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or equivalent Internship Credential.
Senior High School Assistant Principal for Administration	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or equivalent Internship Credential.

\*Note: Credentials differing in title but authorizing similar services may be accepted.

(continued)



## ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

Position	Degree	*Certification
Senior High School Assistant Principal for Instruction and Curriculum	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or equivalent Internship Credential.
Senior High School Assistant Principal for Pupil Personnel Services	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or equivalent Internship Credential <u>PLUS</u> either the General Pupil Personnel Services or Standard Designated Services, Pupil Personnel
Senior High School Dean of Boys/Girls	Masters in progress	General Pupil Personnel Services or Standard Designated Services, Pupil Personnel NO ADMINISTRATIVE CREDENTIAL REQUIRED
Senior High School Department Head - All Fields	Masters in progress	NO ADMINISTRATIVE CREDENTIAL REQUIRED
Junior High School Principal	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or equivalent Internship Credential.
Junior High School Assistant Principal for Administration	Masters in progress	General Administration, Standard Supervision, Administration, Standard Secondary Administration or <u>Administrative Intern Credential</u>
Junior High School Assistant Principal for Instruction and Curriculum	Masters in progress	General Administration, Standard Supervision, Administration, Standard Secondary Administration or <u>Administrative Intern Credential</u>

\*Note: Credentials differing in title but authorizing similar services may be accepted.

(continued)



ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

Position	Degree	*Certification
Junior High School Assistant Principal for Pupil Personnel Services	Masters in progress	General Administration, Standard Administration, Standard Supervision, Secondary Administration or <u>Administrative Intern Credential</u> PLUS either the General Pupil Personnel Services or Standard Designated Services, Pupil Personnel
Junior High School Dean of Boys/Girls	Masters in progress	General Pupil Personnel Services or Standard Designated Services, Pupil Personnel NO ADMINISTRATIVE CREDENTIAL REQUIRED
Elementary School Principal	Masters in progress	General Administration, Standard Administration, Standard Supervision or Elementary Administration
Elementary School Assistant Principal	Masters in progress	General Administration, Standard Administration, Standard Supervision, Elementary Administration or <u>Administrative Intern Credential</u>
Other Administrative or Supervisory Positions	Degree, Experience	Certification and Minimum requirements will be included in the announcement of the vacancy.

C. Minimum Requirements for Summer School Appointments:

Position	Degree	*Certification
Senior High Summer School Administrators	Bachelors	General Administration, Standard Administration, Standard Supervision, Secondary Administration or <u>Administrative Intern Credential</u>

\*Note: Credentials differing in title but authorizing similar services may be accepted

(continued)





ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

Position	Degree	*Certification
Junior High Summer School Administrator  Head Teacher	Bachelors	General Administration, Standard Admin- istration, Standard Supervision, Secon- dary Administration or <u>Administrative Intern Credential</u>
Junior High Summer School Administrator  Assistant Head Teacher	Bachelors	NO ADMINISTRATIVE CREDENTIAL REQUIRED
Elementary Summer School Administrator  Head Teacher	Bachelors	General Administration, Standard Admin- istration, Standard Supervision, Elementary Administration or <u>Adminis- trative Intern Credential</u>
Elementary Summer School Administrator  Assistant Head Teacher	Bachelors	NO ADMINISTRATIVE CREDENTIAL REQUIRED

\*Note: Credentials differing in title but authorizing similar services may be accepted.

D. Reviewing Committees:

1. The Requirements for Positions shall be clearly defined and promulgated to all district personnel annually by publication in the Superintendent's Bulletin, through bulletins issued by Personnel Services Division or other means deemed appropriate.
2. Applications shall be considered by reviewing committees, which may include the following numbers:
  - a) Supervisor, Personnel Services
  - b) Division Head or designee
  - c) Field Administrator
  - d) Teacher
  - e) Others, as indicated by the Personnel Services Division





ARTICLE 4 - PERSONNEL CERTIFICATED

FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

3. Interviews should be scheduled by the Assistant Superintendent, Personnel Services as soon as possible after the annual deadline for the receipt of applications. Applicants who have not therefore applied in person will be afforded interviews at their request. If the applicant has been interviewed previously, the decision regarding a second interview is left to the applicant. Presumably, requests for further interview will be made only when the applicant has new accomplishments or experiences to report which would strengthen his application.
4. Following the interviews, the reviewing committee shall consider the qualifications of those applicants who did not request interview. Giving proper thought to the qualifications of all applicants and the recommendation of the reviewing committee, the Assistant Superintendent, Personnel Services, shall furnish the names of applicants to the Division Head concerned, the Associate Superintendent, Administration and to the Superintendent. NO OFFICIAL NOR FORMAL RECOGNITION SHALL BE GIVEN THIS ROSTER OF NAMES, IT BEING SOLELY FOR THE INFORMATION OF THE REVIEWING COMMITTEE AND THE SUPERINTENDENT.
5. When vacancies occur, the Superintendent requests from the Associate Superintendent of Administration the names of a specified number of applicants for his consideration. If the Superintendent so desires, the Assistant Superintendent, Personnel Services, shall arrange interviews of these applicants with the Superintendent.
6. Nothing in this statement shall serve to prevent administrators or supervisors from encouraging the submission of applications by candidates they consider to be presently or potentially qualified for appointment.
7. Applicants may submit applications and be granted interviews by the reviewing committees provided they are within one semester of meeting specified requirements. They will not receive appointments until after requirements have been met.
8. The Superintendent of Schools is charged with the duty and the responsibility of recommending to the Board of Education for appointment those individuals he considers best qualified for administrative or supervisory responsibilities. These procedures are intended to assist him in discharging his duties and in no way shall be meant to restrict or inhibit his freedom of action.

(continued)



ARTICLE 4 - FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

SELECTION OF ADMINISTRATIVE OR SUPERVISORY STAFF OTHER THAN  
ELEMENTARY, JUNIOR HIGH, SENIOR HIGH, OR ADULT SCHOOLS

- A. When administrative or supervisory positions other than those specified in Section I are vacated or when new positions are created, the Superintendent may recommend the desired appointee without public invitation of applications, provided the appointee holds the necessary certification for the position.
- B. If the Superintendent elects to invite applications for the position:
  1. The Assistant Superintendent, Personnel Services, with the approval of the Superintendent, shall establish the minimum requirements for the position to be filled.
  2. Applications for the position to be filled shall be invited through the Superintendent's Bulletin, Personnel Division Bulletins, notices to Placement Offices, or such other measures as shall be deemed appropriate in relation to the particular position. Such invitations shall include a statement of the minimum requirements and, when necessary, a general statement of the duties of the position.
  3. A reviewing committee is to interview all applicants and, after the consideration of the applicants' qualifications and accomplishments, recommend for the consideration of the Superintendent those applicants who are considered best qualified.
  4. The Assistant Superintendent, Personnel Services, when so directed by the Superintendent, shall arrange interviews of such applicants with the Superintendent.

AFFIRMATIVE ACTION STATEMENT

Board Policy P4110 further provides:

"It is the policy of the Board of Education to implement a program of faculty racial and ethnic balance which more closely approximates the racial and ethnic distribution of the total public school population so long as such efforts maintain or improve quality of education."

To implement this policy the Board has directed the Superintendent to develop Administrative Regulations and Procedures for a program of affirmative action in regard to promotional opportunities with the school district as follows:

- A. Promote minority group candidates to administrative and supervisory positions in the Central Office as a means of demonstrating that the affirmative action program has upward movement at all levels.

(continued)





ARTICLE 4 - FIELD ADMINISTRATOR/CENTRAL OFFICE ADMINISTRATOR/  
DEAN/DEPARTMENT HEAD/SELECTION PROCEDURES (continued)

- B. Promote minority group candidates to the following types of positions: Principals, Assistant Principals, Deans, and Heads of Departments.
  - 1. In schools where there are large numbers of minority group children of the same ethnic background as means of improving the aspirations of the students and communications.
  - 2. In schools where there are large numbers of white children and teachers as a means of offering integrated experiences.
- C. Assign minority group applicants to specialized assignments such as Curriculum Assistant, Student Activities, Acting administrative positions, non-teaching assignments at the Central Office, and Administrative Internships.
  - 1. The goal of this type of assignment would be to provide intensive training and experience as a means of developing leadership potential.

The first two categories are directed toward minority group candidates who are eligible. The third aspect of this program assists those who are preparing for promotional opportunities.

Approved by Superintendent 1/1970





ARTICLE 4 - PERSONNEL, CERTIFICATED

ATTENDANCE - EDUCATIONAL CONFERENCES

The following procedure is applicable to administrators as well as teachers.

1. Requests for travel to educational conferences are to be submitted by the teacher directly to the principal, who in turn routes the request to the Assistant Superintendent of the Division. The principal indicates the need for a substitute, if any. The teacher is notified of the disposition of the matter just as soon as possible by the Division of Fiscal Control.

2. Absence from school to attend a conference must be cleared by a Board of Education resolution if expense to the District, such as transportation or substitute, is involved. As an exception, the Superintendent may excuse a teacher for no more than two days, to engage in a school related educational endeavor which seems profitable, providing there is no substitute needed and no expense to the District. (See P4150, paragraph 2.)

3. Travel requests are to be filed well in advance of the conference, six weeks if possible. This schedule is necessitated by the bulk of work involved in preparing and processing the agenda for Board of Education meetings. Early application is to be teacher's advantage.

4. Attendance at educational conferences implies returns to the school district as well as to the individual participant. A report need not be written, but instead it is suggested that worthwhile experiences be shared later with other teachers as occasions arise. Thus meetings often effect action as well as stimulate thought.

5. All City College travel requests will be cleared by the President of City College.

Source: Superintendent's Bulletin No. 3-  
September 29, 1965



ARTICLE 4 - PERSONNEL

CERTIFICATED AND NON-CERTIFICATED

EMPLOYEE ORGANIZATION MEETINGS ON SCHOOL PREMISES

1. Officers of employee organizations desiring use of school facilities for meetings of members after school hours shall obtain permission from the principal for such use.
2. Principals shall cooperate with employee organizations in posting notices announcing such meetings.
3. Permission shall not be granted officers or members of employee organizations to address teachers on matters pertaining to such organizations during the regularly scheduled faculty meetings called by the principal.
4. Employee organizations desiring the use of rooms in the Central Administration building after school or office hours must clear through the Superintendent's office for such permission. The janitor on duty will be notified of such scheduled meeting.



## ARTICLE 4 - PERSONNEL - CERTIFICATED

## EMPLOYEE ORGANIZATIONS - NEGOTIATING COUNCIL

1. Procedure for Establishing Negotiating Council

a. By not later than October 20 of each year any employee organization of certificated employees in this school district shall file with the district a request to be represented on the Negotiating Council, required under the provisions of Section 13082 of the Education Code, and shall accompany this request with a statement of the total number of members in good standing on the date of filing, which statement shall be verified. The verification shall be signed by the President or other duly authorized officer of the organization and sworn to before a Notary Public. The Board of Education shall secure the services of a Certified Public Accountant to verify the membership lists submitted by the interested organizations. These lists are to be used only by the Certified Public Accountant and are confidential. They are not to be revealed to the Board of Education or any of its representatives.

b. On or before October 30, the Board shall determine the number of employees who are verified to be members of employee organizations and shall fix the total number of members of the Negotiating Council of nine members, including the number of members to which each organization is entitled, if any, by proportion of its membership to the total certificated employee organization membership.

c. In order to determine the number of representatives each verified employee organization is entitled to appoint to the Negotiating Council, the following formula shall be used:

$$\frac{A}{B} \times Q = X$$

where:

A = Number of certificated employees who are members of an individual employee organization seeking representation.

B = Total number of certificated employee memberships in all employee organizations seeking representation.

Q = Total number of members on the Negotiating Council.

Z = Number of representatives of an individual organization on Negotiating Council.

(continued)





ARTICLE 4 - PERSONNEL - CERTIFICATED

EMPLOYEE ORGANIZATIONS - NEGOTIATING COUNCIL (continued)

Calculations shall be carried to five decimals. Each organization shall be entitled to appoint the number of representatives on the Negotiating Council as determined by this formula, taking into consideration only the whole part of the number so determined and disregarding any decimal portion remaining. After this determination has been made for each organization, any remaining seats in the Negotiating Council shall be allocated on the basis of one each to those organizations having the largest decimal portions remaining of the numbers obtained through use of the formula.

d. On or before October 31, each employee organization entitled to representation on the Council shall select its representatives and file such names with the governing board.

e. The names of all members of the Council shall be furnished to each employee organization represented on the Council with notification that the Council is required to meet prior to November 10 for the purpose of selecting a chairman.

f. Thereafter the Council shall be entitled upon request to meet and confer with the Superintendent who is hereby designated as the administrative officer representing the Board of Education with regard to the various matters set forth in Sections 13084 and 13085 of the Education Code.

g. Nothing stated herein shall preclude the Board from hearing presentations and acting upon the same made by individual employees or employee organizations in addition to the Negotiating Council; provided, however, that such presentations shall first be presented to the Superintendent for his consideration.

\* 2. Meetings of the Negotiating Council with Board of Education Representatives

The following procedures shall govern the meetings of the San Francisco Unified School District Negotiating Council with Representatives of the Board of Education.

1. Either party wishing to initiate a meeting may do so by written request to the other party. Items to be discussed shall be included in the request. Such meeting shall be held within 5 school days of the receipt of the request. If requested, an extension of not to exceed 2 school days shall be granted.

(continued)



ARTICLE 4 - PERSONNEL - CERTIFICATED

EMPLOYEE ORGANIZATIONS - NEGOTIATING COUNCIL (continued)

2. Meetings will be conducted at times and places mutually agreeable to both parties. Minutes of meetings will be mailed to Board members within two weeks.

3. Meetings shall normally be scheduled on school time with Council members, authorized alternates and consultants, released for such meetings. Substitutes shall be provided by the District if required.

4. During "meet and confer" sessions, the Representatives of the Board and the Council will present relevant data, exchange points of view, endeavor to reach agreement, and if either party so desires, make proposals and counterproposals.

a. Upon the request of either party, the other shall make available for inspection its records and data pertinent to the subject being discussed in "meet and confer" sessions.

b. Additionally, at the time it is made available to the Board, the Council shall be provided with a copy of the Superintendent's proposed budgets for the next fiscal year. All administrative records and data pertinent to the financing of the Superintendent's proposed budgets for the next fiscal year shall be made available to the Negotiating Council.

5. To assist deliberations in "meet and confer" session, either party may utilize resource persons other than Council members or specifically designated representatives of the Board, including outside consultants and lay or professional persons.

6. Unless both parties agree to the contrary, meetings shall be conducted in closed sessions. Only those persons authorized by the Council or the Board's representatives shall attend "meet and confer" sessions of the Council.

7. Ad hoc joint committees may be created by mutual consent for the purposes of studying, making recommendations and reporting on specific subjects assigned to them.

a. Recommendations of the ad hoc joint committees shall be advisory in nature.

b. Creation of an ad hoc joint committee shall not preclude the formation of any committee by either party for the purpose of conducting an independent study on any subject.

(continued)





Administrative Regulations Manual

ARTICLE 4 - PERSONNEL - CERTIFICATED

EMPLOYEE ORGANIZATIONS - NEGOTIATING COUNCIL (continued)

8. Regarding district task forces and/or committees:

a. The Superintendent shall keep the Council informed of:

(1) All matters assigned for study.

(2) The names of all persons appointed thereto.

9. Any employee organization, whether or not represented on the Negotiating Council, may present any proposal to the Council.

a. The Council shall consider such proposals in a non-partisan manner, weighing each for its intrinsic merit and probable good for the greatest number of certificated employees of the District regardless of the source from whence the proposal emanated.

b. Any and all proposals of certificated employee organizations not represented on the Negotiating Council, shall be placed before the Council in writing. Because the sponsoring organization should be represented in order that the Council fully understands the content of a proposal and its rationale, an invitation in writing for direct participation in the meet and confer sessions shall be most strongly urged upon the sponsoring organization by the initiator of the agenda item. Either party may present proposals from certificated employee organizations not represented directly on the Council.

10. A preliminary draft of agreements arising at Negotiating Council sessions shall be immediately drawn and initialed as a Memorandum of Understanding by the Chairman of the Council and the Superintendent's Representative for the Board's Negotiating Team. This Memorandum shall be submitted to the Superintendent by his designee. When agreement is reached on final language and content, it shall be prepared as a Memorandum of Agreement and signed by the Superintendent and the Chairman of the Council. Copies shall be shared by both parties, including members of the Board.

11. If confidentiality is requested by either party on any item under discussion, and if mutually agreeable, this will be part of the agreement; provided, however, that this provision does not restrict supplying the information to members of the Board.

12. Where necessary, completed agreements shall be presented to the constituent organizations of the Council and to the Board of Education for ratification. Agreements which require Board action shall have no effect until approved in public session by the majority of the Board.

(continued)





Administrative Regulations Manual

ARTICLE 4 - PERSONNEL - CERTIFICATED

EMPLOYEE ORGANIZATIONS - NEGOTIATING COUNCIL (continued)

13. If the "meet and confer" discussions have reached an impasse, either the Board of Education or the Council may request that the issues which remain in dispute be submitted to a fact finder or a fact finding panel. If both agree a fact finder or a panel will be employed.

14. If fact finding fails to bring agreement, either the Board of Education or the Council may request the involvement of a mediator. If both agree, a mediator will be employed for the purpose of assisting the Board and the Council to reach a voluntary agreement.

15. Nothing herein shall be interpreted as prohibiting the Board of Education from discussing or taking any action it deems appropriate at any time, nor bind the Board of Education in any way until it has taken action.

Procedure for Establishing  
Negotiating Council  
adopted by Board of Education 9/21/65  
Resolution No. 59-21Q5 as amended

\*Rules for Meetings of the Negotiating  
Council with Board of Education  
Representatives as amended by  
Board of Education 9/16/69  
Resolution No. 99-16A<sup>4</sup>



ARTICLE 4 - PERSONNEL - CERTIFICATED AND NON-CERTIFICATED

AUTOMOBILE ALLOWANCE - USE OF EMPLOYEES PERSONAL AUTOMOBILES

The following regulations pertain to the use by employees of their personal automobiles for official school business:

1. Employees entitled to use their personal automobiles for official school business include
  - a. All certificated and non-certificated administrators attached to the central office.
  - b. ROTC officers.
  - c. Assistant supervisors of attendance.
  - d. Teachers-at-large who are assigned for official duty to more than one school per day.
  - e. Home teachers.
  - f. Members of the certificated staff who shall be assigned directly to the Superintendent.
  - g. Child Guidance Services workers.
  - h. Teachers assigned to placement work in the California Employment Service.
  - i. Members of the Bureau of Accounts while on duty auditing school accounts.
  - j. Shop personnel.
  - k. Such other persons as may be so designated by the Superintendent.
2. All records of mileage shall be reported monthly on forms provided by the Superintendent as follows:

The speedometer readings and mileage figures for each day are to be recorded on the monthly report form. Mileage is to begin at the first place where an individual reports for official duty and end at the last place where he is on official duty. Mileage is not allowed from home to general office or first daily place of service, or from office of last place of employment to home. Reimbursement is to be made only for mileage driven within the City and County of San Francisco, except in special cases where the Superintendent may give permission in advance for out-of-city driving. Before being submitted, claims for mileage must be approved by the Superintendent or by such representative as he shall name.

(continued)



ARTICLE 4 - PERSONNEL - CERTIFICATED AND NON-CERTIFICATED

AUTOMOBILE ALLOWANCE - USE OF EMPLOYEES PERSONAL AUTOMOBILES  
(continued)

3. Procedure for reporting mileage outside of San Francisco:

The regulations of the Board of Education covering the use of personal automobiles on official school business for which mileage is paid contains the following provision:

Reimbursement is to be made only for mileage driven within the City and County of San Francisco except in special cases where the Superintendent may give permission in advance for out-of-city driving.

In order that a uniform procedure may be followed, a form has been devised for the purpose of securing the Superintendent's permission for out-of-city driving. The form will be submitted to the Superintendent in duplicate. If the request is approved, a copy will be signed and returned to the employee. To secure payment for out-of-city mileage, the approved copy must be attached to the mileage voucher submitted at the end of the month.

Out-of-city driving will be approved only if the official business to be transacted cannot be done as well through correspondence or by telephone.

Policy followed for out-of-city driving:

- a. The policy expressed does not waive the requirement that permission must be secured from the Superintendent in advance for out-of-city driving.
- b. Mileage will be approved for points in the Bay Area which are not more than 25 miles from San Francisco.
- c. Approval will be given for official visits to and from a school or class maintained by the District outside the City limits.
- d. Mileage will be approved for trips to Stanford University on official business, if such business cannot be completed by correspondence or telephone.
- e. For other trips outside of the City, allowance will be made on the basis of first-class railroad fare, exclusive of the Federal tax.
- f. In extraordinary cases, when allowance is requested for travel to inaccessible points and when the use of an automobile is imperative at destination, the Superintendent may authorize reimbursement on the basis of automobile mileage.

(continued)





ARTICLE 4 - PERSONNEL - CERTIFICATED AND NON-CERTIFICATED

AUTOMOBILE ALLOWANCE - USE OF EMPLOYEES PERSONAL AUTOMOBILES  
(continued)

4. Rates of Reimbursement:

Employees will be reimbursed for use of their private automobiles on the basis of the mileage rate established at the time the annual budget is adopted or by resolution of the Board of Education.

5. Mileage Claim Procedures:

Mileage claims shall be filed on or before the third working day of the succeeding school month for which the claim is made, claims to be filed in accordance with the forms and prevailing procedures as established by the Division of Fiscal Control.

6. Carfare or Bus Fare:

In lieu of mileage, employees in categories authorized under this section may be allowed adult fare car tickets, on filing of proper forms with the Division of Fiscal Control.



## ARTICLE 4 - PERSONNEL

## CERTIFICATED AND NON-CERTIFICATED

## COMPENSATION AND RELATED BENEFITS

## PAY WHEN SUMMONED FOR COURT APPEARANCE

Certificated Personnel

1. Certificated employees absent from their duties, under direction of the Superintendent, by reason of being called as witnesses by the Board of Education, shall be marked "W" on the time roll, if without a substitute replacement. If replaced by a substitute, they shall be marked "P." In either case they shall receive full pay for the directed absence.

2. Certificated employees absent from their duties by reason of being subpoenaed on school matters shall be marked "W" on the time roll, if without a substitute replacement. If replaced by a substitute, they shall be marked "P." In either case they shall receive full pay for the directed absence upon making application to the Superintendent for payment for such absence.

Non-certificated Personnel

1. Non-certificated employees absent from their duties, under the direction of the Superintendent, by reason of being called as witnesses by the Board of Education, shall be marked present on the time roll for the particular division and be so paid.

2. Non-certificated employees absent from their duties by reason of being subpoenaed on school matters shall be marked present on the time roll and shall make application to the Superintendent for payment for such absence.

All Employees - Non-school business

All employees absent from their duties owing to court appearance not on school business shall have the nature of the case on which the summons was served investigated by the Legal Adviser, providing such employee makes application to the Superintendent for payment for such absence.

1. Where the employee has brought action, he shall not be entitled to be paid for such absence.
2. In other cases, payment of salary for such absence shall be made upon recommendation of the Superintendent and approval of the Board of Education.



ARTICLE 4 - PERSONNEL - CERTIFICATED

LEAVES FOR EXCHANGE PURPOSES

1. The San Francisco teacher requesting the exchange must be a permanent teacher in the San Francisco Unified School District.
2. The San Francisco exchange teacher serving in a school district outside San Francisco shall be paid his regular salary by the San Francisco Unified School District, less deductions provided by law for retirement purposes (State and City) during the period of such exchange teaching.
3. Any loss of salary because of the absence of either teacher must be adjusted by the two teachers making the exchange.
4. The exchange period shall be for one year and with the unanimous approval of the members of the Board may be extended for a period of one additional year.
5. At the completion of any exchange assignment, the San Francisco teacher shall return to duty in the San Francisco Unified School District and serve at least three years (75 per cent of the days of each year) before becoming eligible for another exchange teaching assignment.
6. The year served as an exchange teacher shall be counted as a year in service for salary purposes, provided said teacher has served at least 75 per cent of the days required in the school district to which he has been assigned.
7. The period served as an exchange teacher may be counted as a part of required service for a sabbatical leave.





## ARTICLE 4 - PERSONNEL, CERTIFICATED

## ABSENCES

1. Notice of Absence. A member of the certificated staff who is, or expects to be, absent from duty for any cause shall notify the Personnel Division and his principal or department head prior to such absence in order that a substitute may be provided.

2. Salary Allowance Because of Illness or Bereavement. Salary allowance may be requested as follows:

- a. When the absence is caused by illness, application for salary allowance shall be submitted to the principal or the appropriate administrator for approval and then shall be forwarded to the Payroll Department. Should such absence because of illness or accident continue into subsequent calendar months, a separate application must be filed with the Payroll Department for each month.
- b. When such absence is for more than five consecutive school days, the teacher shall submit to the Personnel Division a signed certificate from a physician or dentist, stating the specific nature of the illness or accident responsible for the absence. Should such absence because of illness or accident continue for a period in excess of one month, the certificate must be filed with the Personnel Division each succeeding month. If the certificated employee is a member of a recognized church or denomination which authorizes evidence of treatment and the need therefor by means other than that of a physician or dentist, then such other evidence shall be accepted in lieu of a physician's or dentist's certificate.
- c. Requests for bereavement leave shall be submitted to the Personnel Division in writing and shall include a statement of the dates and relationship involved. Travel time, not to exceed two school days, may be granted on request to certificated employees who have lost a first-degree relative.

3. Automatic Answering Service. For the convenience of the certificated staff, an automatic answering and recording device will receive messages between the hours of 5:00 p.m. and 7:00 a.m., in the Personnel Division; the number is published in the School Directory.

4. Notice of Return to Duty After Absence. Not later than the close of school on the afternoon preceding the day on which he desires to return to duty, a teacher who has been absent on a day-to-day basis shall notify the principal of his school of his intention to return. Failure to furnish such notification will authorize the continuance of the substitute for the following school day.



## ARTICLE 4 - PERSONNEL, CERTIFICATED

## SABBATICAL LEAVE REGULATIONS

1. Objectives of Sabbatical Leaves.

- a. Sabbatical leaves are approved under State Law "for the purpose of permitting study or travel by said employee which will benefit the schools and the pupils of the district."
- b. In accordance with this objective, applicants shall submit a planned program of study or travel for approval.

2. Extent and Distribution of Leaves.

- a. The number of certificated employees absent on sabbatical leave at any one time shall not exceed two per cent of the total number of certificated employees.
- b. The number of certificated employees absent on sabbatical leave in any one school shall not exceed one for every fifteen certificated employees or major fraction thereof employed in that school.

3. Sabbatical Leave Requirements.

- a. Service: Sabbatical leaves for regular teachers must be preceded by at least seven consecutive years of teaching service, all of which shall have been full-time service in the San Francisco Unified School District. "Full-time service" is construed as permanent, probationary, long-term substitute service, or any combination thereof. Qualifying service shall be construed as 75 per cent of the teaching days for each school year, except that a year in which the applicant has rendered some service but has failed to serve 75 per cent of the teaching days shall not be counted as an interruption of the seven consecutive year period. Sabbatical leaves beginning within four years of the applicant's compulsory retirement date shall not be approved.
- b. Sabbatical Leaves for Study. A teacher shall complete at least eighteen semester units of work during a sabbatical year, not less than eight semester units of which shall be completed during each semester while on such leave. These courses shall be exclusive of correspondence courses. Previous to such leave, the courses must be approved by the Superintendent's office. A special project or research problem may be substituted for the unit requirements if it is approved in advance by the Superintendent. Transcripts or other evidence of completion shall be submitted to the Salary Evaluation office within sixty days of the teacher's return

(continued)



ARTICLE 4 - PERSONNEL, CERTIFICATED

SABBATICAL LEAVE REGULATIONS (continued)

to duty, except that if credit is to be claimed for salary classification (or increment), transcripts must be filed in accordance with the salary schedule.

c. Sabbatical Leaves for Travel.

- (1) Teachers on sabbatical leave for travel shall remain in travel status at least four and one-half months for each semester of leave granted.
- (2) The application for leave shall include, in general terms, an itinerary of the proposed travel, together with a statement concerning the proposed objectives of the travel.
- (3) Upon completion of the leave and within 60 days of the teacher's return to duty, a detailed itinerary and a written report of not less than 2,500 words shall be submitted to the Personnel Division, setting forth the teacher's reactions to the trip and including a statement of the benefits received from it, provided that, for good cause, the Superintendent may, in his discretion, authorize an extension of time not to exceed one semester for the purpose of completing the necessary requirements. A description of the trip will not satisfy this requirement. This report shall be referred to the assistant superintendent of the division in which the teacher serves, the Salary Coordinator, and the Personnel Coordinator for approval.
- (4) Scholarships, and fellowships, in addition to tuition grants, may be approved by the Superintendent.

- d. Split Sabbatical Leaves. In accordance with Section 13457 of the Education Code, sabbatical leaves of absence may be granted in separate six-month periods if both periods are commenced and completed within a three-year period.

If a certificated employee who is eligible for sabbatical leave desires to take such leave in two parts, he shall so state in his original application. In submitting the request for sabbatical leave, he shall propose a satisfactory program of travel or study for the first semester of the leave and shall be required to submit, on the usual form, a further satisfactory program covering the second semester of leave. The second semester of sabbatical leave also must be requested according to the time schedule included elsewhere in these regulations. (continued)





## ARTICLE 4 - PERSONNEL, CERTIFICATED

## SABBATICAL LEAVE REGULATIONS (continued)

Service rendered between the two parts of a split sabbatical leave may be counted as a part of the service for a future sabbatical leave. However, in accordance with Section 13460 of the Education Code, certificated employees returning from sabbatical leave shall be required to render at least two years of service following their return to duty from the second semester of a split sabbatical leave.

Split sabbaticals will not be approved if the second semester of the leave would begin within four years of the applicant's compulsory retirement date. Transcripts or report of travel shall be submitted at the conclusion of each semester of a split sabbatical in accordance with the requirements set forth elsewhere in these regulations.

4. Sabbatical Leave Applications. Such applications must be submitted for approval to the principal of the school in which the applicant is serving. When the applicant's services have been very satisfactory, the principal will recommend approval on prepared forms and forward such application and recommendation to the assistant superintendent in charge of his division for recommendation and forwarding to the Personnel Division prior to October 1 or March 1 of the semester preceding that in which the leave is desired. Applications filed after such deadline may be honored if, in the Superintendent's judgment, circumstances justify. Sabbatical leaves will be granted for one semester or for one year; if a split sabbatical is desired it must be requested at the time of application. Sabbatical leaves shall begin with the opening of the semester only, unless the Superintendent recommends otherwise for the good of the school district.
5. Compensation while on Sabbatical Leave.
  - a. Compensation while on sabbatical leave shall be in accordance with the provisions of the San Francisco Unified School District Salary Schedule in effect during the period of the leave.
  - b. Certificated employees requesting sabbatical leave shall state on the application blank whether or not they expect salary payments during the course of the sabbatical leave. This statement shall constitute final election concerning the sabbatical leave salary payment and is not subject to change.

(continued)



ARTICLE 4 - PERSONNEL, CERTIFICATED

SABBATICAL LEAVE REGULATIONS (continued)

of the one-year grant, or the total requirements for the first half of a split sabbatical grant, and if the reason advanced by the grantee for terminating the leave is deemed sufficient, the committee may recommend and the Superintendent and Board of Education may approve the termination of the leave without penalty. In such case the grantee shall be paid at the rate in effect for grants of one year.

5. Compensation while on Sabbatical Leave

- a. Compensation while on sabbatical leave shall be in accordance with the provisions of the San Francisco Unified School District Salary Schedule in effect during the period of the leave.
- b. Certificated employees requesting sabbatical leave shall state on the application blank whether or not they expect salary payments during the course of the sabbatical leave. This statement shall constitute final election concerning the sabbatical leave salary payment and is not subject to change.
- c. \*Waiving of Bond Requirement for Payment of Salary While on Sabbatical Leave.

The following form is to be used in waiving bond for certificated employees granted sabbatical leave:

WHEREAS, the following named certificated employees have been granted a leave of absence under the provisions of Section 13457 of the State Education Code and have agreed in writing to return to the service of this district for at least two years following the expiration of said leave unless prevented from doing so by reason of death or physical or mental disability; and

WHEREAS, said employees have requested that the furnishing of a bond be deemed waived;

(continued)

\*Adopted by Board of Education 6/16/59



ARTICLE 4 - PERSONNEL, CERTIFICATED

SABBATICAL LEAVE REGULATIONS (continued)

NOW, THEREFORE, BE IT RESOLVED: That this Board, in accordance with the authority granted under Section 13462 of the State Education Code, finds that the interests of the district will be protected and the requirement of a bond for said named employees be and is hereby waived.

6. Effect of Sabbatical Leave on Salary Increments and Retirement

- a. The effect of leave on salary increment is stated in paragraphs 7.12 through 7.12f of the Salary Schedule.
- b. The teacher's normal percentage rate of deduction for retirement purposes shall be applied to the actual salary received by the teacher. The sabbatical leave year is counted as a year of service for retirement purposes. (State Teachers Retirement System)
- c. Rules pertaining to sabbatical leave heretofore adopted which may be in conflict with the foregoing are hereby rescinded.

Revision of paragraphs 2 and 4 was approved by the Superintendent on recommendation of the Personnel Coordinator. (See Public Schools Bulletin 1/11/65)









## ARTICLE 4 - PERSONNEL - NON-CERTIFICATED

## PROCEDURES COVERING TRANSFERS REQUESTED BY SCHOOL CLERKS

1. Whenever, in the judgment of the Superintendent, it is for the best interest of the service, a clerical employee holding permanent appointment in a regular civil service position in one school may, upon written request, be transferred to a position of the same civil service classification in another school.

2. In making a transfer under this procedure, all other things being equal, preference shall be given to the school clerk who has had the longest service as a permanent employee in the School Department.

3. Requests for transfer may be either city wide or for specific schools. Because of the difficulty in defining areas and possible resulting misunderstandings, requests for areas will not be accepted. However, the applicant may name as many schools as he desires.

4. When a vacancy occurs in a school for which a transfer has been requested, the applicant qualifying under the foregoing procedure shall be notified of such vacancy, and the principal shall be given an opportunity to interview said candidate. The transfer shall be made effective at the proper time unless disapproved by both the principal and the Superintendent.

5. The acceptance of such transfer by an employee shall immediately and automatically constitute a waiver of any rights to the position from which he was transferred.

6. Such transferee shall not be entitled to more than one transfer in any school year, except with special permission of the Superintendent.

7. If an applicant waives an offer of transfer, his name shall be removed from the requests for that particular school. If the applicant waives three offers of transfer, either city wide or for specific schools, his name shall be removed from all transfer requests, and he shall be ineligible to make further transfer requests for a period of six months from the date of his third waiver. If an applicant has his name on the city wide request for transfers and is offered more than one school at one time, each school waived shall be counted as one waiver.

8. Failure to respond to the Clerical Personnel Department within five (5) days after the date of the notice of probable transfer (Saturdays, Sundays and legal holidays excepted) will constitute an automatic waiver of the position offered.

9. At any time prior to an offer of transfer, an employee may withdraw his name from any or all transfer requests, and such withdrawal shall not be considered a waiver. At any subsequent time he may reapply for transfers in the regular manner.

(continued)



ARTICLE 4 - PERSONNEL - NON-CERTIFICATED

PROCEDURES COVERING TRANSFERS REQUESTED BY SCHOOL CLERKS  
(continued)

10. If an offer to transfer to any school or schools has been mailed to any applicants, no new requests for transfer to those particular vacancies will be considered until every person whose name is contained in the request file for those particular schools, as of the date of the first mailing, has been given an opportunity to accept such offer.

11. During a vacation period only, an applicant who expects to be away from home but who wishes to protect his rights for transfer, may sign an acceptance in advance of the offer. If he does not do this, any offer sent to him and not returned within the five days in accordance with these procedures, will constitute a waiver. This advance acceptance will be automatically cancelled at the end of the vacation period.





## ARTICLE 4 - PERSONNEL - NON-CERTIFICATED

## SCHOOL JANITORS, JANITRESSES, AND ENGINEERS - RESPONSIBILITY

Janitors, janitresses, and engineers are directly responsible to principals for the faithful discharge of their duties. They shall obey the technical instructions received verbally or in writing from the Superintendent's office. The Assistant Superintendent, Division of Physical Properties, shall prepare and distribute a MANUAL containing the procedures governing the services of janitors, janitresses, and engineers. Such instructions shall be transmitted through the principal.



ARTICLE 4 - PERSONNEL - CLASSIFIED

RAISING THE FLAG

The janitor shall raise the flag of the United States on the school building or grounds before 8:30 a.m. every week day during the entire year, except during inclement weather. It shall never be left out over night. The flag shall be placed at half-staff on Memorial Day, on the death of a pupil, teacher or other employee of the school, and on such other days as may be ordered by the Superintendent of Schools.

Administrative Regulation  
approved by Superintendent



ARTICLE 4 - PERSONNEL

CERTIFICATED AND NON-CERTIFICATED

EMPLOYEE ORGANIZATION MEETINGS ON SCHOOL PREMISES

1. Officers of employee organizations desiring use of school facilities for meetings of members after school hours shall obtain permission from the principal for such use.
2. Principals shall cooperate with employee organizations in posting notices announcing such meetings.
3. Permission shall not be granted officers or members of employee organizations to address teachers on matters pertaining to such organizations during the regularly scheduled faculty meetings called by the principal.
4. Employee organizations desiring the use of rooms in the Central Administration building after school or office hours must clear through the Superintendent's office for such permission. The janitor on duty will be notified of such scheduled meeting.





ARTICLE 4 - PERSONNEL - CERTIFICATED AND NON-CERTIFICATED

AUTOMOBILE ALLOWANCE - USE OF EMPLOYEES PERSONAL AUTOMOBILES  
(continued)

3. Procedure for reporting mileage outside of San Francisco:

The regulations of the Board of Education covering the use of personal automobiles on official school business for which mileage is paid contains the following provision:

Reimbursement is to be made only for mileage driven within the City and County of San Francisco except in special cases where the Superintendent may give permission in advance for out-of-city driving.

In order that a uniform procedure may be followed, a form has been devised for the purpose of securing the Superintendent's permission for out-of-city driving. The form will be submitted to the Superintendent in duplicate. If the request is approved, a copy will be signed and returned to the employee. To secure payment for out-of-city mileage, the approved copy must be attached to the mileage voucher submitted at the end of the month.

Out-of-city driving will be approved only if the official business to be transacted cannot be done as well through correspondence or by telephone.

Policy followed for out-of-city driving:

- a. The policy expressed does not waive the requirement that permission must be secured from the Superintendent in advance for out-of-city driving.
- b. Mileage will be approved for points in the Bay Area which are not more than 25 miles from San Francisco.
- c. Approval will be given for official visits to and from a school or class maintained by the District outside the City limits.
- d. Mileage will be approved for trips to Stanford University on official business, if such business cannot be completed by correspondence or telephone.
- e. For other trips outside of the City, allowance will be made on the basis of first-class railroad fare, exclusive of the Federal tax.
- f. In extraordinary cases, when allowance is requested for travel to inaccessible points and when the use of an automobile is imperative at destination, the Superintendent may authorize reimbursement on the basis of automobile mileage.

(continued)



ARTICLE 4 - PERSONNEL - CERTIFICATED AND NON-CERTIFICATED

AUTOMOBILE ALLOWANCE - USE OF EMPLOYEES PERSONAL AUTOMOBILES  
(continued)

4. Rates of Reimbursement:

Employees will be reimbursed for use of their private automobiles on the basis of the mileage rate established at the time the annual budget is adopted or by resolution of the Board of Education.

5. Mileage Claim Procedures:

Mileage claims shall be filed on or before the third working day of the succeeding school month for which the claim is made, claims to be filed in accordance with the forms and prevailing procedures as established by the Division of Fiscal Control.

6. Carfare or Bus Fare:

In lieu of mileage, employees in categories authorized under this section may be allowed adult fare car tickets, on filing of proper forms with the Division of Fiscal Control.



ARTICLE 4 - PERSONNEL

CERTIFICATED AND NON-CERTIFICATED

COMPENSATION AND RELATED BENEFITS

PAY WHEN SUMMONED FOR COURT APPEARANCE

Certificated Personnel

1. Certificated employees absent from their duties, under direction of the Superintendent, by reason of being called as witnesses by the Board of Education, shall be marked "W" on the time roll, if without a substitute replacement. If replaced by a substitute, they shall be marked "P." In either case they shall receive full pay for the directed absence.

2. Certificated employees absent from their duties by reason of being subpoenaed on school matters shall be marked "W" on the time roll, if without a substitute replacement. If replaced by a substitute, they shall be marked "P." In either case they shall receive full pay for the directed absence upon making application to the Superintendent for payment for such absence.

Non-certificated Personnel

1. Non-certificated employees absent from their duties, under the direction of the Superintendent, by reason of being called as witnesses by the Board of Education, shall be marked present on the time roll for the particular division and be so paid.

2. Non-certificated employees absent from their duties by reason of being subpoenaed on school matters shall be marked present on the time roll and shall make application to the Superintendent for payment for such absence.

All Employees - Non-school business

All employees absent from their duties owing to court appearance not on school business shall have the nature of the case on which the summons was served investigated by the Legal Adviser, providing such employee makes application to the Superintendent for payment for such absence.

1. Where the employee has brought action, he shall not be entitled to be paid for such absence.
2. In other cases, payment of salary for such absence shall be made upon recommendation of the Superintendent and approval of the Board of Education.



ARTICLE 4 - PERSONNEL - STUDENTS

LABORATORY ASSISTANTS - STUDENTS

STUDENT ASSISTANTS TO SCIENCE AND FOREIGN LANGUAGE COURSES

1. Student assistants in the senior high schools may be assigned by the principal for each science laboratory on the basis of one assistant for each five periods of science instruction. Payment shall be made in accordance with the rate established in the annual budget.

2. Student assistants may be assigned by the principal of each high school in which a modern foreign language laboratory is maintained on the basis of one assistant for each full time modern foreign language instructor using such laboratory. Payment shall be made in accordance with the rate established in the annual budget for such service.









ARTICLE 5 - STUDENTS

ATTENDANCE - SECONDARY SCHOOL

Students over 18 years of Age

1. A pupil who has a record of unsatisfactory scholarship, citizenship, or attendance may be discontinued from school upon reaching 18 years of age.
2. If scholarship, citizenship, and attendance are satisfactory, the pupil may be continued to the end of the semester in which he reaches 18. In exceptional cases he may be continued in enrollment for not more than one additional semester when this is necessary for graduation.
3. Pupils who have reached 18 years of age may apply for admission to adult classes. Counselors will help such pupils in planning programs which will lead to a diploma.



## ARTICLE 5 - STUDENTS

## REGULARITY OF ATTENDANCE

1. Early Dismissals. To obtain an early dismissal, when legally authorized, the parent or guardian must submit a request in writing to the principal for his approval or disapproval. The registry teacher shall be informed when such leave has been granted. No pupil shall be permitted to leave school for the purpose of receiving private instruction elsewhere.

2. Written Excuses for Absence or Tardiness. In all cases of absence or tardiness, pupils, upon their return to school, shall bring written excuses signed by parent or guardian, giving dates of absence or tardiness and good and sufficient reason for each absence or tardiness. Teachers shall keep these excuses on file until the end of the term.

3. Valid Excuses. Principals shall notify the parent or guardian of the first case of absence or tardiness in any school year of any pupil absent or tardy without valid excuse. An interview with the parent or guardian shall be sought by the principal upon the second occurrence. The case shall be referred to the Bureau of Attendance upon the third occurrence. Any pupil absent three days without valid excuse shall be considered an "habitual truant" and shall be reported to the Bureau of Attendance at once. The services of the Bureau of Attendance shall be requested whenever necessary.

4. Records of Absence. Teachers shall keep on forms prescribed by the State Department of Education a complete record of all pupils who are absent, giving dates of such absence.

5. Excused Absences. Under the provisions of the State Education Code, pupils are authorized to be absent for the following reasons:

- a. illness
- b. quarantine
- c. receiving medical, dental or optometrical services

\*Such absences shall be included in computing attendance with proper verification.

6. Recording Attendance. Elementary classroom teachers use the State School Register for recording attendance. Secondary schools use a San Francisco Unified School District attendance form which is kept by the Attendance Secretary.

\*Conforms with State Education Code provisions





ARTICLE 5 - STUDENTS - CHILD CARE CENTERS

REGULARITY OF ATTENDANCE

1. Early Dismissals. To obtain an early dismissal when legally authorized, the parent or guardian must submit a request in writing to the head teacher of the Center for her approval or disapproval.

2. Excuses for Absence. In all cases of absence, the parent is required to notify the Child Care Center by telephone or written excuse of the reason for such absence.

3. Records of Absence. Teachers shall keep on forms prescribed by the State Department of Education a complete record of all pupils who are absent, giving dates of absence.

4. Excused Absences. Under the provisions of the State Education Code, pupils are authorized to be absent for the following reasons:

- a. illness
- b. quarantine
- c. receiving medical, dental or optometrical services.

Such absence shall be excluded in computing attendance.



## ARTICLE 5 - STUDENTS

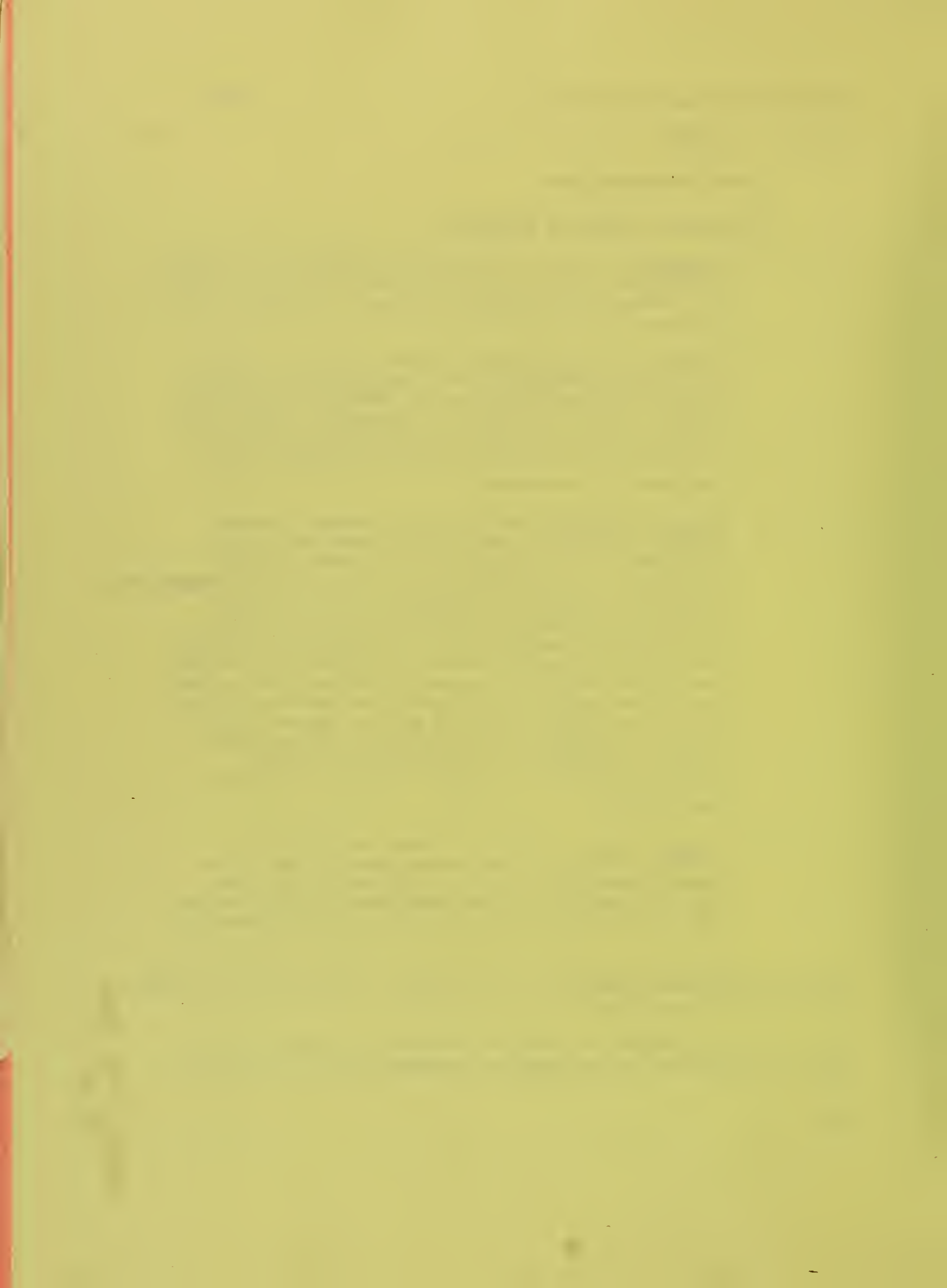
## SCHOOL ATTENDANCE AREAS

Procedures in Cases of Transfer.

1. Application. Parents wishing their children to be transferred from one day school to another by reason of change of residence shall apply in writing or in person to the principal for a transfer slip.
2. Issuance and Notification. Transfer shall be issued in the standard prescribed form. Notification of leaving shall be made immediately by the principal issuing the transfer slip to the Bureau of Attendance. Upon arrival of the pupil the transfer slip shall be signed by the principal of the receiving school and sent at once to the Bureau of Attendance.
3. Mailing of Records. The principal issuing a transfer to any other San Francisco public school shall mail immediately to the principal of the school to which the pupil is transferred the pupil's record card, **report card**, cumulative folder, and "verification of age" form. If a pupil graduates or leaves the city or transfers to a private or parochial school, the record card shall remain in the original school. The principal receiving the transfer shall be responsible for the school attendance of the pupil and shall notify the Bureau of Attendance if the pupil transferred has not reported within three days from the date of transfer. The principal issuing a transfer to a high school shall mail a photostat copy of the complete scholarship record of the student.
4. Special Cases. No principal shall be empowered to transfer any pupil under sixteen years of age to the Samuel Gompers High School, but principals may make such recommendation to the Coordinator of Child Welfare. (See R 5117.1 for recommendations concerning transfers.)

When pupils enter or leave school without transfers, the principal shall send immediately to the Bureau of Attendance the information on the forms provided.

All changes of names and addresses of pupils shall be reported immediately to the Bureau of Attendance on the appropriate form.



## ARTICLE 5 - STUDENTS

## REGULATIONS CONCERNING TRANSFERS

1. Assignment from Junior High to Senior High. Pupils assigned from junior high to senior high school at the end of a term through counseling and administrative procedures shall not be permitted to change schools for at least one semester, exceptions being made in the case of a Child Welfare staff placement or a change of residence.

2. Transfers during a Term Because of Change of Residence. The administration in the school where the student is currently enrolled should withhold issuance of transfer until the end of current report period, withhold issuance of transfer until the end of current semester, or issue the transfer immediately upon parent request or when withholding it would work a hardship on the student.

A student who moves after he is regularly enrolled may elect to stay in the school or transfer to the new district school.

A student who moves and desires to transfer must transfer at the end of the semester in which the change of residence occurred. If a student desires to transfer at a later time, the district school is under no obligation to accept this student.

3. Pupils from Log Cabin, Youth Authority, or Other Special Institutions. These students shall be assigned through the office of the Supervisor of Child Welfare.

4. Transfers of Adjustment Students. These transfers shall be governed by the same rules as for all other students, but all transfers of adjustment students shall be cleared through the office of the Supervisor of Atypical Classes.

5. Responsibility of a Districted High School. The school must enroll any pupil whose parents or legal guardians reside in their district or any student who resides in the district if the parents do not live in the city.

The school may accept or refuse a student who used an option to attend another high school.

6. \*Non-districted High School. Lowell High School has been designated a non-districted high school. Pupils from any section of the city shall be permitted to enroll in Lowell High School for an academic course, providing that there is room and that the student is recommended by the junior high school principal to the Lowell principal as one whose ability and record indicate that he can succeed in and profit by a straight academic program.

\*Res. #112-5A1, Bd. of Ed., 12-5-61



ARTICLE 5 - STUDENTS

SCHOOL ATTENDANCE AREAS - CHILD CARE CENTERS

Procedures in Cases of Transfer

1. Application. Parents wishing to transfer their children from one child care center to another shall apply in writing or in person to the head teacher for a transfer slip.
2. Issuance and Notification. When the transfer is approved, it shall be issued on the standard prescribed form. Notification of transfer shall be made by the head teacher on the Weekly Attendance and Fee Report sheet. Upon the arrival of the pupil in the receiving center, the transfer shall become part of the child's record.
3. The procedure for the transfer of a school-age child to a child care center in a district other than the one in which he resides follows the procedure established ~~by~~ for the Elementary Division.





## ARTICLE 5 - STUDENTS

## ATTENDANCE - NON-RESIDENT

1. Non-Immigrant Applications for Student Visas - Temporary.

- a. Elementary Schools. Children of elementary school age will not be accepted in the San Francisco public schools. A child whose parents are deceased and who is being adopted by a relative living in San Francisco constitutes an exception.
- b. Secondary Schools. Before being admitted to the San Francisco public secondary schools, the student requesting admission must provide the school district with a transcript of his work in a secondary school in his home country and must possess sufficient knowledge of English to pursue profitably the course of instruction in a San Francisco public secondary school at a grade level appropriate for his age.
- c. Conditions for Admission. The sponsor of the prospective student in the United States shall be given a statement setting forth the conditions for the admission to one of our secondary schools at the time he makes the initial request for a letter of admission. The prospective student also will be provided with a copy of the conditions for admission to a San Francisco public secondary school, which will be signed by the student's parent or guardian before a Notary and attached to the transcript of his secondary school work.

When the student reports in San Francisco for admission to the school, after receiving a student permit, he may be given a test by the Division of Research to ascertain his academic standing and proficiency in English. If, in the opinion of the Division of Research staff, his scholastic standing has been misrepresented or his English is inadequate, he will be denied admission to the school and will be reported to the Immigration and Naturalization Service for return to his country. The student may appeal to the Superintendent.

All students who are issued a letter of admission to the San Francisco public schools will be registered in the office of the Director of the Division of Research. When a student is transferred from one school to another, the school will notify the Director of Research before such transfer is made, setting forth the reasons. When permission is granted to make the transfer, the Division of Research will notify the Immigration and Naturalization Service, giving the reason for the transfer and the name of the school to which the student has been transferred.

(continued)



ARTICLE 5 - STUDENTS

ATTENDANCE - NON-RESIDENT (continued)

- d. Visitors from Foreign Countries. Persons in San Francisco on "Visitors' Visas" will not be admitted to the schools of the San Francisco Unified School District.
2. Quota and Non-Quota Immigrants - Permanent
  - a. Children of elementary school age should be enrolled in the nearest elementary school and placed as nearly as possible in accordance with age.
  - b. Students of secondary school age who do not speak English may be assigned to special classes in junior or senior high schools established for non-English speaking students, if space permits. Otherwise, they should attend their nearest junior or senior high school.
  - c. Foreign students sixteen to eighteen years of age having limited educational background should be assigned to the Samuel Gompers High School.
3. Evaluation of Transcripts. In cases where the placement of secondary school students is questioned, the Division of Research will evaluate transcripts or, in the absence of transcripts, interview the student to determine placement.



## ARTICLE 5 - STUDENTS

## ACTIVITIES ON SCHOOL GROUNDS

1. Elementary Schools. The Principal is in charge of student activities. When pupils are authorized to be in the school yards, supervision must be provided. The size of the school enrollment is not necessarily indicative of the need for a paid yard teacher to supervise students in the play area. The Principal may request a paid yard teacher when, in his opinion, the need for yard supervision exceeds a fair load for administrators and for teachers. The service of a paid yard teacher is not intended to eliminate yard duty for teachers. Regular teachers are expected to supervise yards or cafeterias but not in excess of thirty minutes per day on an average.

2. Secondary Schools. The Principal is in charge of student activities, but where there is an assistant principal or dean of boys, boys' activities are delegated to him. If there is an assistant principal or dean of girls, the girls' activities are under her supervision. Teachers are assigned to supervise yards and play areas as the Principal may feel necessary.





## ARTICLE 5 - STUDENTS

## CONDUCT OF STUDENTS DURING THE NOON HOUR

Elementary and Junior High Schools. Parents shall be notified concerning the noon hour plans for their children. A suggested form follows:

It is our desire to make satisfactory provision for pupils during the noon hour. In order to provide for their safety and welfare during the noon hour, we need to know what plan you desire for your child's lunch.

\*We maintain an up-to-date, well-equipped school cafeteria which serves carefully selected, well-cooked, and nourishing food practically at cost. Pupils may buy their lunches at the cafeteria, they may bring their lunches from home, or they may bring a part from home and buy whatever additional is desired at the school. According to this plan the school expects the pupils to remain on the school grounds at the noon hour.

If you desire your child to come home for lunch, he may do so. If you desire it, permission will be granted your child to eat elsewhere than at school or at home. Since full responsibility rests upon the parents in such cases, their signatures releasing the school from responsibility will be required.

Of the three plans listed below, please sign after the one which you select for your child to follow:

1. Have lunch in school \_\_\_\_\_
2. Come home for lunch \_\_\_\_\_
3. Eat lunch elsewhere \_\_\_\_\_

Date \_\_\_\_\_

\* Some elementary schools do not have cafeterias.

A pupil who does not ordinarily go home to lunch will be permitted to leave the school during the noon intermission only with the permission of his parent or guardian and with the approval of the principal.

Senior High Schools. Student lunch hour privileges in the senior high schools are arranged by the principal of each high school.



## ARTICLE 5 - STUDENTS

## ORGANIZATIONS

The principal of each of the schools of the district shall keep himself as fully informed as possible as to the activities and programs of the organizations composed wholly or in part of pupils within his school, so that he may ascertain promptly and report to the Superintendent of Schools if any such organization is one in which membership is forbidden to the pupils of the public schools.  
(See Education Code Section 1060<sup>4</sup>)

Each pupil enrolled in the junior and senior high schools of this district and his parent or legal guardian shall be notified in writing of the regulation on membership in secret organizations\*, and a record shall be kept by each principal of such notification.

\*Fraternalities and Sororities



## ARTICLE 5 - STUDENTS

WELFARE - PROCEDURE TO FOLLOW IN CASES OF ILLNESS OR ACCIDENT  
ON SCHOOL PREMISES

1. The principal is the person who has authority to excuse a pupil from school or to arrange for emergency treatment in cases of illness or accident. He should be informed immediately, if possible, of any illness or accident.

2. In cases of emergency when the principal cannot be reached immediately, this authority is delegated to the teacher qualified to render aid or to the public health nurse assigned to the school, who should use proper judgment and discretion in the best interest of the pupil. In such emergency actions a full report must be made to the principal as soon as possible.

3. No teacher shall refuse to allow a pupil who complains of illness to see the nurse or principal. If the nurse is on the school premises, the pupil should be sent to her.

4. When a pupil who complains of illness or accident is sent to the qualified teacher or to the nurse, the teacher or nurse shall make out an Illness and Accident Report, including recommendations, for example: Exclude, Rest and Observation in School, Return to Classroom. This report will be taken by the pupil or otherwise sent to the office for the principal's action.

5. If the pupil is to be excluded or excused,

- a. The parent should be called by telephone and requested to call for the pupil. A telephone number, either parent's or a neighbor's, should be on file for every pupil.
- b. If the parent cannot be reached by telephone and the distance to home is not great, a messenger may be sent to get the parent. A pupil messenger must have a permit on file.
- c. The teacher, nurse, clerk, or janitor may take the pupil home or to the emergency hospital.
- d. A pupil messenger may accompany the sick pupil home ~~or~~, in minor cases, to the emergency hospital, provided, however, that
  - (1) Pupil messenger has a permit on file.
  - (2) Pupil messenger is immune to communicable disease if excluded pupil is suspect.

e. An ambulance is to be called only in actual emergencies.

6. If no one is at home, the pupil shall be sent to an emergency hospital, or the nurse or teacher shall remain with pupil until parents are reached.

(continued)



ARTICLE 5 - STUDENTS

PROCEDURE TO FOLLOW IN CASES OF ILLNESS OR ACCIDENT (continued)

7. Under no circumstances shall medication be administered by mouth in the school.

8. When, in the opinion of the nurse, a pupil presents signs or symptoms of a communicable disease, she shall recommend immediate exclusion to the principal, stating her reason.

9. The principal shall have on file a statement from parents indicating what they wish done with pupils who are injured or who become ill on school premises when the parents are not at home.

10. Principals shall make the usual report of injuries on the day accidents occur, using the REPORT OF INJURY forms, filling in each item of the report as completely as possible. Reports shall be made concerning accidents occurring to students on school premises, on the way to school, or on the way home from school. Three copies of the report are sent to the office of the Legal Adviser, one copy being retained in the school.

In case of a serious accident, the principal shall telephone immediately to the office of the Superintendent of Schools, giving details of the accident. The principal shall secure signed statements from witnesses of any serious accident and shall forward them in conjunction with his own report to the Legal Adviser.





## ARTICLE 5 - STUDENTS

## REGULARITY OF ATTENDANCE

1. Early Dismissals. To obtain an early dismissal, when legally authorized, the parent or guardian must submit a request in writing to the principal for his approval or disapproval. The registry teacher shall be informed when such leave has been granted. No pupil shall be permitted to leave school for the purpose of receiving private instruction elsewhere.

2. Written Excuses for Absence or Tardiness. In all cases of absence or tardiness, pupils, upon their return to school, shall bring written excuses signed by parent or guardian, giving dates of absence or tardiness and good and sufficient reason for such absence or tardiness. Teachers shall keep these excuses on file until the end of the term.

3. Valid Excuses. Principals shall notify the parent or guardian of the first case of absence or tardiness in any school year of any pupil absent or tardy without valid excuse. An interview with the parent or guardian shall be sought by the principal upon the second occurrence. The case shall be referred to the Bureau of Attendance upon the third occurrence. Any pupil absent three days without valid excuse shall be "truant." A pupil reported as truant three times shall be considered an "habitual truant" and shall be reported to the Bureau of Attendance at once. The services of the Bureau of Attendance shall be requested whenever necessary.

4. Records of Absence. Teachers shall keep on forms prescribed by the State Department of Education a complete record of all pupils who are absent, giving dates of such absence.

5. Excused Absences. Under the provisions of the State Education Code, pupils are authorized to be absent for the following reasons:

- a. illness
- b. quarantine
- c. receiving medical, dental or optometrical services

Such absence shall be excluded in computing attendance.

6. Recording Attendance. Elementary classroom teachers use the State School Register for recording attendance. Secondary schools use a San Francisco Unified School District attendance form which is kept by the Attendance Secretary.



## ARTICLE 5 - STUDENTS

## ACCELERATION AND RETARDATION - ELEMENTARY SCHOOLS

1. Kindergarten to Grade One\*

(a) Nomination of kindergarten pupils for study by principals and/or kindergarten teachers.

(b) Conference of teacher and principal to review nominations, utilizing the state-approved Kindergarten Check List to assist in evaluating physical, social, and intellectual maturity of pupils.

(c) Administration of a group intelligence test to the selected nominees to assist in judging that general mental ability is in the upper five per cent of their age group.

(d) Requests for consultation with guidance personnel and/or the administration of an individual intelligence test may be made by the principal if this assistance is desired during the deliberations.

(e) For pupils meeting all criteria, conferences to be held with principal, teacher, and parent to review the findings and to obtain parental approval of acceleration in writing.

(f) Evaluation of progress of accelerated pupils at each report card period by the principal and teacher.

(g) Maintenance of a record of accelerated kindergarten pupils in the Division of Research.

2. Grades One through Six

When the classroom teacher and the principal agree that a student should be accelerated to a higher grade, retained in the same grade, or demoted to a lower grade, a conference shall be held with the parent to advise him of the proposed action. In certain cases where a question exists, a referral should be made to the Assistant Superintendent in charge of Elementary Schools.

(See also P5123 - Acceleration and Retardation Policies-  
Elementary Schools)

\*Resolution No. 310-1A1 adopted  
by the Board of Education  
October 1, 1963



ARTICLE 5 - STUDENTS

ACCELERATION AND RETARDATION - ELEMENTARY SCHOOLS

When the classroom teacher and the principal agree that a student should be accelerated to a higher grade, retained in the same grade, or demoted to a lower grade, a conference shall be held with the parent to advise him of the proposed action. In certain cases where a question exists, a referral should be made to the Assistant Superintendent in charge of Elementary Schools. (See Policy 5123)





## ARTICLE 5 - STUDENTS

## DOCUMENTS

## CITY COLLEGE - NON-RESIDENTS

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1. Definition of Residents.SAN FRANCISCO  
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As defined by the State law for the purpose of collecting non-resident fees in junior colleges in California, a resident student is any person who is at least twenty-one years of age and is a bona fide resident of the State immediately preceding the opening of a semester during which he proposes to attend; or a minor living with either parent who is a bona fide resident of the State immediately preceding the opening of the semester during which he proposes to attend; or a minor who lives with a legal guardian who is a bona fide resident of the State immediately preceding the opening of the semester during which he proposes to attend.

2. Students Who Must Pay Fees.

Students residing in other states who do not qualify as residents as defined above must pay the full fee established by the State Board of Education with the following exceptions:

- a. Full-time military personnel on active duty in California or spouses of such military personnel.
- b. Minor dependents of full-time military personnel on active duty in California. Such dependents must have completed less than seventy-five semester college credits and must be receiving at least one-half support from parents.
- c. Students enrolled for six or less semester credits in regular fall or spring semesters.

Students who are still residents of a foreign country must pay the full fee established by the State Board of Education. (Note: Students on permanent resident visas are exempt from non-resident fees.)

3. Authority to Determine Residence.

The President or his designated representative is authorized to evaluate information presented by any applicant for admission and make determination of residence for the purpose of charging a junior college non-resident fee. In case of doubt the question of residence shall be referred to the Legal Adviser for determination and his findings shall be conclusive.

4. Collection of Fees.

All junior college non-resident fees are due and payable prior to registration.

(continued)



ARTICLE 5 - STUDENTS

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CITY COLLEGE - NON-RESIDENTS (continued)

5. Admission in Error.

Non-resident students, other than those exempted, who have been permitted to register in error without payment of the fee, upon notification shall be required to pay the fee. Failure to do so shall result in the cancellation of their registration. Notification consists of a written statement from the Office of Admissions of City College of San Francisco to the student.

6. Admission by Falsification.

Non-resident students, who have been permitted to register without payment of the fees because of falsification of information submitted by or for them during registration shall have their registration cancelled upon notification. For the purpose of this rule only, notification consists of a written statement from the Office of Admissions to the student and such notification may be given at any time during the period of enrollment. Students excluded because of falsification shall not be readmitted during the semester or session from which they were excluded; they may be admitted at the discretion of the President to following sessions or semesters if all previously incurred tuition obligations are paid.

7. Refunds.

Erroneous Determination of Non-resident Status. If a student is erroneously determined to be non-resident and consequently a tuition fee is paid, such fee is refundable in full, provided acceptable proof of state residence is presented during the semester or session for which the fee is paid. These refunds must be approved by the College President or his authorized representative.

8. Withdrawal from Enrollment or Reduction of Program. Non-resident students withdrawing from enrollment or reducing their program on or before the deadline date as published in the College Catalogue may have their tuition refunded or pro-rated. Such refunds of tuition must be applied for in writing and authorized by the College President or his designated representative.





ARTICLE 5 - STUDENTS

PROCEDURE TO FOLLOW IN CASES OF ILLNESS OR ACCIDENT (continued)

\*7. Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel, if the school district (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

8. When, in the opinion of the nurse, a pupil presents signs or symptoms of a communicable disease, she shall recommend immediate exclusion to the principal, stating her reason.

9. The principal shall have on file a statement from parents indicating what they wish done with pupils who are injured or who become ill on school premises when the parents are not at home.

10. Principals shall make the usual report of injuries on the day accidents occur, using the REPORT OF INJURY forms, filling in each item of the report as completely as possible. Reports shall be made concerning accidents occurring to students on school premises, on the way to school, or on the way home from school.

In the case of a serious accident, the principal shall telephone immediately to the office of the Superintendent of Schools, giving details of the accident. The principal shall secure signed statements from witnesses of any serious accident and shall forward them in conjunction with his own report to the Superintendent.

\* Revised to conform to Education Code  
Section 11753.1 (Stats.1968,Ch.681)



## ARTICLE 5 - STUDENTS

## WELFARE - ACCIDENTS AND ILLNESS

PROGRAM FOR CARE OF PUPILS WHO ARE INJURED OR  
WHO BECOME ILL ON SCHOOL PREMISES

1. It is recommended that in every school in the San Francisco School District there shall be at least one teacher who is qualified through courses given by the Red Cross, or through equivalent courses, to administer first aid care to sick and injured pupils.

2. It is recommended that in junior and senior high schools one teacher in each of the following departments qualify to render temporary assistance to sick and injured pupils:

Boys' Physical Education	Laboratory Science
Girls' Physical Education	Industrial Arts
	Home Economics

3. Any candidate for promotion to an assistant principalship must hold a valid certificate of completion of the American Red Cross Advanced First Aid course.

4. The principal of every school shall report to the Superintendent's office the name of the person in the school designated to render first aid care to sick and injured pupils and the names of all teachers in their schools who are qualified to render such service.

5. Principals must be sure that all teachers and pupils know where to go for assistance when ill or injured.

6. Minor Dressing and First Aid Equipment and Supplies.a. Definitions

- (1) Minor Dressing: Care for abrasion or cut or other injury which in the opinion of the teacher is of a minor nature and is small enough to be covered by a band aid
- (2) First Aid: The immediate and temporary care given in order to prevent further injury until permanent care can be secured.

b. Location of Minor Dressing Supplies and First Aid Kits

- (1) Minor Dressing Supplies:
  - a. Nursery Schools - Each classroom
  - b. Elementary Schools - Each classroom
  - c. Junior High Schools ) Certain designated stations
  - d. Senior High Schools ) throughout school
- (2) First Aid Kits: In certain designated areas as determined by the school principal

(continued)





ARTICLE 5 - STUDENTS

ACCIDENTS AND ILLNESS (continued)

c. Suggested Procedure

The teacher will make any minor dressings which are needed. Care by the teacher for these dressings consist of

- (1) Washing with Phisohex and water
- (2) Covering with band aid. The child should be advised to show injury to parent so that parent may follow through with any further care which may be necessary.

If, in the teacher's opinion, the injury requires more than the procedure for a minor dressing, he will send the child to the principal, assistant principal, or teacher designated by the principal to assist with first aid.

In case of acute emergency or illness, the principal or assistant principal may refer the child to the public health nurse. No child is to be sent directly to the public health nurse by a teacher without prior clearance with the principal, assistant principal, or other school personnel designated by them. Arrangements for emergency care may be made either by the principal, assistant principal, or public health nurse.

7. Contents for Minor Dressing Kits, First Aid Kits and Field Trip Kits.

a. Minor Dressing Supplies

- (1) 1 Plastic Container, 4-1/2"x3"x1-1/2", filled with cotton
- (2) 1 one oz. bottle of Phisohex
- (3) 12 Band Aids, 3/4"x3"
- (4) Written instructions for use of Phisohex

b. First Aid Kits

Principals are responsible for ordering first aid supplies necessary to provide for the school's needs, including items needed to maintain and replenish first aid kits used at first aid stations throughout the school. Included should be a copy of the first aid flip chart, "Immediate Care for Injuries and Sudden Illness."

The Public Health Nurse is available to assist in recommending types of supplies as well as quantities needed.

(continued)



ARTICLE 5 - STUDENTS

ACCIDENTS AND ILLNESS (continued)

c. Field Trip Kits

- 1 ea. Container, Field Trip Kit (Stock No. 20-245-50)
- 1 ea. Container, Plastic, 4-1/2"x3"x1-1/2" (12-357-50)  
Fill with cotton
- 1 pkg. Inhalants. Ammonia, 10/pkg. (20-325-30)
- 1 ea. Phisoex, Antiseptic, 5 oz. Plastic Bottle (20-435-55)
- 12 ea. Band Aids, 3/4"x3" (20-150-50)
- 1 roll Tape, Adhesive, 1"x10 yd. (20-500-20)
- 4 ea. Gauze, Sterile Pad, 3"x3" (20-310-40)
- 1 ea. Bandage, Roller Gauze, 1"x10 yd. (20-160-20)
- 1 ea. Bandage, Roller Gauze, 2"x10 yd. (20-160-21)
- 1 ea. Bandage, Triangular (20-160-80)
- 1 ea. Bandage, Packet (20-160-60)
- 1 ea. Scissors, Bandage, 5-1/2" blunt point (20-465-20)
- 1 ea. First Aid Flip Chart - "Immediate Care for Injuries  
and Sudden Illness"

8. Field Trips

The State Education Code requires that a first aid kit containing certain items be taken along whenever any pupils of the school are conducted or taken on field trips under the supervision or direction of any teacher in, or employee or agent of, the school. (Sections 11951 - 11955)

The first aid supplies required for field trips are to be placed in a container and made available for pick-up by the teacher in charge of the field trip.

9. Maintenance of Kits.

At the beginning of each semester the public health nurse of the school will work with the principal and teachers to make sure that kits are properly equipped and that instructions regarding their use are clear. Teachers will send for refill materials as necessary. All contents are to be requisitioned through school supplies.

10. Instructions for Minor Dressings and First Aid Procedures in Schools and Field Trips

Refer to the flip chart "Immediate Care for Injuries and Sudden Illness."

Source: Revised by Central Health Committee

7/1964

R5142.1





ARTICLE 5 - STUDENTS

ACCIDENTS AND ILLNESS (continued)

8. Supplemental Packet to Meet State Code Requirements for First Aid Kit

- 12 - 3" x 3" sterile gauze bandages
- 4 - 1" gauze roller bandages
- 3 - 2" gauze roller bandages
- 3 triangle bandages

9. Field Trips. See California Education Code. Sections 11951-52-53-54-55

10. Maintenance of Kits. At the beginning of each semester the public health nurse of the school will work with the principal and each teacher to make sure that kits are properly equipped and that instructions regarding their use are clear. Teachers will send for refill materials as necessary. All contents are to be requisitioned through school supplies.

11. Instructions for Minor Dressings in Schools and Field Trips. When any of the following situations occur in school, they should be referred to the principal and public health nurse:

ABRASIONS, WOUNDS, SCRATCHES, CUTS, BLISTERS, etc.  
Cleanse dirt from abraded area with soap and water. Apply Phemerol with applicator. Bandage is necessary.

ABDOMINAL PAIN: Keep child lying quietly until parents are notified.

ANIMAL BITES: Wash wound with green soap and water. Refer to public health nurse or Emergency Hospital and report to Bureau of Communicable Diseases. Try to find out name and owner of animal.

BURNS: Wrap loosely with bandage and secure medical aid.

EPILEPTIC SEIZURES: Lay child down. Insert thickly folded gauze as tongue depressor between teeth to keep child from biting tongue. Do not restrain beyond preventing injury. Let child rest for 30 minutes. Notify parents.

FAINTING: Place head lower than body. Allow child to sniff ampoule of aromatic spirits of ammonia.

FOREIGN BODIES: Eye - Wash out with clear water.  
Ear or Nose - Refer for medical care

FRACTURES: Do not splint or move injured part. Notify parents and secure medical aid.

(continued)





ARTICLE 4 - STUDENTS

ACCIDENTS AND ILLNESS (continued)

HEAD INJURIES: Keep child lying quietly in a slightly upright position until care of parent or physician is obtained. NO head injury should be regarded lightly.

INSECT BITES: Remove stinger if visible. Apply Phemerol.

NOSE BLEEDS: Seat child with head back. Apply cold compress over nose, holding nostrils together. Notify parent.

SPLINTER: If end is visible, remove. Apply Phemerol. Do not touch deep splinters but refer to parent for medical care.

SPRAIN: Do not bandage or strap; it may be a fracture. Notify parent.



## ARTICLE 5 - STUDENTS- CHILD CARE CENTERS

PROCEDURE FOLLOWED IN CASES OF ILLNESS OR ACCIDENT ON  
CHILD CARE CENTER PREMISES

1. The head teacher, as the person who has authority to excuse a pupil from school or to arrange for emergency treatment in cases of illness or accident, should be informed immediately, if possible, of any illness or accident in the Child Care Center.

2. In cases of emergency when the head teacher cannot be reached immediately, the authority to excuse a child from the center or to arrange for emergency treatment is delegated to the teacher in charge. In such emergency action a full report must be made to the head teacher as soon as possible.

3. If pupil is to be excluded or excused,

- a. The parent should be called by telephone and requested to call for the pupil. A telephone number, either parent's or a neighbor's, should be on file for every pupil.
- b. The teacher, nurse, clerk, or janitor may take the pupil home or to the emergency hospital.
- c. An ambulance is to be called only in actual emergencies.

4. If no one is at home, the pupil shall be sent to an emergency hospital or the nurse or teacher shall remain with pupil until parent is reached.

5. Under no circumstances shall medication be administered by mouth in the center.

6. When, in the opinion of the nurse, a pupil presents signs or symptoms of a communicable disease, she shall recommend immediate exclusion to the head teacher, stating her reason.

7. The head teacher shall have on file a statement from parents indicating what they wish done with pupils who are injured or who become ill on child center premises when the parents are not at home.

8. Head teachers shall make the usual report of injury on the day the accident occurs, using the REPORT OF INJURY form, filling in each item of the report as completely as possible.

9. In case of a serious accident, the head teacher shall telephone immediately to the office of the Director of the Child Care Centers, giving details of the accident. The head teacher shall secure signed statements from witnesses to any serious accident and shall forward them in conjunction with his own report to the Director.



## ARTICLE 5 - STUDENTS

## SAFETY

Principals shall report immediately to the Division of Physical Properties any dangerous condition of the school building or equipment or apparatus, or any situation of an emergency nature. Principals shall be responsible for systematic and regular inspection of the school plant in special reference to safety and sanitation.

Principals shall direct teachers to instruct students in safety precautions in shops where tools and machinery are used, in Home Economics classes where sewing machines, electric irons, appliances or equipment are used; in science laboratories where switchboards and electric devices are used or where chemicals may combine in poisonous or explosive mixtures or other dangerous instrumentalities; and in all classes where dealing with equipment or apparatus may result in accident. Failure so to instruct pupils will be regarded as neglect of duty and a violation of the regulations of the Board of Education and deemed a just cause for the dismissal of the teacher.

Principals shall further instruct their teachers that cover guards must be kept on the equipment at all times, whether in use or idle, during class work and recess periods. Instructors shall not permit students or other persons to use any equipment unless they have been properly instructed in its use. Two texts, Safety In The Schools and Safety Guide For Shop Teachers, published by the school district, are used in safety instruction in the schools.

Non-certificated employees engaged in work upon school premises shall also be governed by these regulations.

Teachers and other employees shall render in writing to the administrator in charge of their department any recommendations that would secure greater safety in the use of any existing equipment or other instrumentalities or through the repair of safeguards now installed. Any defective machine or piece of equipment shall immediately be placed out of commission until proper repairs have been made which will insure its safe operation.



ARTICLE 5 - STUDENTS

SAFETY - CHILD CARE CENTERS

The head teacher shall develop a comprehensive plan within the center for carrying out approved measures for the protection and safety of the children and the staff at all times, and particularly in the event of emergencies. This plan shall include supervision of plant and equipment in such manner as to prevent or correct any hazardous conditions. The head teacher shall report promptly in writing to the child care center office any foreseen danger or damage to or any abuse of school or center properties or property rights.









## ARTICLE 6 - INSTRUCTION

The instructional program shall be organized into six major units to be designated as divisions, as follows: Division of Elementary Instruction, Division of Junior High Instruction, Division of Senior High Instruction, Division of Adult and Vocational Education, Division of Junior College Education, and Division of Child Welfare.

The Superintendent of Schools shall be in general administrative charge of all instructional services.

In carrying out the general purposes and functions of the divisions of instruction the administrator in charge of each division shall

1. Assist the Superintendent in the development and execution of all policies affecting school organization and the instructional program.

2. Be responsible for directing the instructional staff, consisting of coordinators, directors and supervisors of the respective divisions, in the preparation and administration of all programs of instruction and all special services of the division.

3. Assemble and report such facts pertaining to the instructional, housing, and equipment needs of the divisions as may be required to guide the Superintendent in matters pertaining to business, properties and finance.

4. Cooperate with the business division in the assembling of data for the annual budget, and be responsible for a consolidation and an evaluation of the educational needs supporting the budget estimates for the respective divisions.

5. Be responsible for proper distribution of the research, supervisory, curriculum, and child welfare services to the various schools, and otherwise as the Superintendent may direct.

6. Be responsible for coordination as it pertains to administrative procedures, to the instructional programs, to instructional activities (research, supervision, teaching, libraries, curriculum work, guidance and health work), and to the care and safety of children and school employees in the division; in this service the respective divisions of instruction shall cooperate with the President of City College, the Personnel Coordinator, and the business division as contacts with these services may be involved.

7. Assist in formulating and exercising general oversight over programs of in-service education and overall matters affecting the interpretation and enforcement of rules concerning certificated personnel.



ARTICLE 6 - INSTRUCTION

SCHEDULES - TEACHING LOAD OF JOURNALISM TEACHERS  
SENIOR HIGH DIVISION

Teachers of journalism whose duties include supervision of school newspapers shall be assigned one period per day less than the regular teaching load, this period to be devoted to laboratory work with students in connection with the issuance of school newspapers.

Teachers of journalism whose duties involve supervision of the yearbook shall be assigned one period per day less than the regular teaching load, this period to be devoted to laboratory work with students in connection with the issuance of the yearbook.

Teachers of journalism who have the double assignment of supervising the school newspaper and the yearbook shall be assigned a daily teaching load of two periods less than the regular schedule and shall hold two laboratory periods daily for the members of the staffs, one for the yearbook and the second for the editorial staff of the school newspaper.





ARTICLE 6 - INSTRUCTION

SELECTION OF LIBRARY MATERIALS AND EVALUATION AND ADOPTION  
 PROCEDURE FOR TEXTBOOKS, WORKBOOKS, AND CLASSROOM SETS OF  
 MAGAZINES - JUNIOR AND SENIOR HIGH SCHOOL

The following are the basic procedures in the selection and the approval, for use in the secondary schools of the San Francisco Unified School District, of the following listed instructional materials:

Library books  
 Library periodicals and newspapers  
 Library pamphlets  
 Textbooks and workbooks  
 Classroom sets of periodicals

1. Library books

The Supervisor, Libraries and Textbooks, has the responsibility for compiling approved order lists for junior and senior high school libraries. The Supervisor appoints committees of librarians representing the different schools to cooperate in the preparation of the order lists. (These lists are compilations of titles recommended by teachers in the various subject fields, as well as those suggested by the librarians.)

The basic considerations in selecting books to recommend for inclusion in the lists are the needs of the curriculum and the reading interests of the students according to their abilities and backgrounds in home and community life.

To carry out the program of book selection so that it truly provides for the satisfaction of the needs enumerated above, everyone concerned with the welfare of the students must participate. Administrators, teachers, students, their parents, and librarians working together will be able to build up adequate collections in each school. All are invited to suggest titles and submit reviews of books they believe will contribute to the educational development of the students using the libraries.

There is a continuous program of library book reviewing, based on a weekly shipment of two books per week, to each librarian in the junior and senior high schools. Librarians are free to ask teachers and/or administrators, except in the field of the book's subject matter, to read and evaluate the books, and to get student reaction. Librarians, of course, may choose to read and evaluate the books for themselves. Written annotations are required and are sent to the Bureau of Libraries and Textbooks. All books are reviewed by either one librarian or teacher. If there is any question as to the book's suitability for inclusion in



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ARTICLE 6 - INSTRUCTION

SELECTION OF LIBRARY MATERIALS AND EVALUATION AND ADOPTION  
PROCEDURE FOR TEXTBOOKS, WORKBOOKS, AND CLASSROOM SETS OF  
MAGAZINES - JUNIOR AND SENIOR HIGH SCHOOL (continued)

the library collection, the book is sent to another school for a second review. If necessary, a third review is obtained before the book is considered for approval.

Teachers are encouraged to send in requests for copies of books they wish to review. If copies of the requested titles have not been received complimentary from publishers, they are ordered and sent out in the weekly shipments to the librarians for delivery to the teachers requesting the books. If there is any question concerning the evaluation of any book requested by a teacher, the book is sent out for a second review, and a written annotation to a school that did not request the book.

Two book committees of librarians, one at the junior and one at the senior high level, meet monthly during the school year. At these meetings the written evaluations that have been received between meetings are discussed and the books examined. All books approved for library purchase at these meetings are listed on a monthly annotated book list which is issued after each committee meeting.

2. Library periodicals and newspapers

Periodicals provide a source of current, immediate information that is impossible to find in the most up-to-date library book. The committee takes every precaution to screen and evaluate magazines on the basis of the magazine's general policy on types of articles published, to what particular reading public magazine is directed, and the literary standards of the magazine's editorial board.

A junior and a senior high annual list of library periodicals and newspapers to which schools may subscribe are compiled each year from the revised lists of the previous years. At the time of revision, near the end of the spring term, teachers and librarians are asked to send in suggestions for additions and deletions to the new magazine and newspaper lists. Any suggestions for addition to the lists must be accompanied by a sample issue of the magazine or newspaper. All suggestions are considered by either the junior book committee or the senior book committee, depending on the school making the recommendation. At this annual meeting, librarians on the book committees re-evaluate all titles on the current magazine and newspaper lists, consider all school recommendations for additions and deletions, and decide what shall be included on the new lists and what magazines and/or newspapers shall be dropped. The newly





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SAN FRANCISCO  
PUBLIC LIBRARY

## ARTICLE 6 - INSTRUCTION

SELECTION OF LIBRARY MATERIALS AND EVALUATION AND ADOPTION  
PROCEDURE FOR TEXTBOOKS, WORKBOOKS, AND CLASSROOM SETS OF  
MAGAZINES - JUNIOR AND SENIOR HIGH SCHOOL (continued)

revised lists, in the form of order lists, are then sent to schools for the ordering of magazines and newspapers for the following calendar year.

3. Library pamphlets

Pamphlet lists are issued monthly except for September and June; there is only one list for both junior and senior high schools. To aid schools in the selection of pamphlets, each secondary school is given an automatic subscription to the Vertical File Index published by the H. W. Wilson Company, a monthly service which provides a list of carefully screened pamphlets, considered useful at the secondary level.

Each school, through its librarian, is asked to check in the Vertical File Index those titles teachers and librarians would like to see included on the monthly buying list. However, teachers and librarians are not confined to the Index, but may send in suggestions for any pamphlet they believe has a curricular value. When pamphlets suggestions for each month are received in the Bureau of Libraries and Textbooks, there is a further screening of the suggested titles before they are placed on the monthly list. These lists are then compiled in the form of order lists, and sent to all junior and senior high schools.

4. Textbooks and workbooks

There is a continuous program throughout the school year of examination and evaluation of textbooks and workbooks by special subject committees, at both the junior high and the senior high level. These committees are staffed by selected teachers, usually heads of departments representing each secondary school, and meet at regular intervals with the Curriculum Coordinator. As teachers express a need for new adoptions, publishers are asked to submit for evaluation textbooks and workbooks in specific subject areas.

The first job of the subject committee is to set up criteria for selection in their field. When these criteria are established, the Division of Instructional Materials sends a call letter, usually in November, to all publishers asking them to submit any textbooks which meet these criteria. Representatives may contact and talk with committee members regarding the textbooks that their publishers are submitting for evaluation.

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## ARTICLE 6 - INSTRUCTION

SAN FRANCISCO  
PUBLIC LIBRARYSELECTION OF LIBRARY MATERIALS AND EVALUATION AND ADOPTION  
PROCEDURE FOR TEXTBOOKS, WORKBOOKS, AND CLASSROOM SETS OF  
MAGAZINES - JUNIOR AND SENIOR HIGH SCHOOL (continued)

Committee members not only examine and evaluate all submitted textbooks and workbooks being considered in their field, but these materials are tried with students. After all submitted textbooks and workbooks have been evaluated by the individual teachers on the committee, the committee meets as a group for discussion. At the initial meeting, those textbooks that the committee agrees are not suitable are eliminated. The members often may then choose to return to their schools and reconsider the remaining titles. Frequently more than one meeting is required before a final selection, or selections, can be made. In recent years most basic adoptions have been multiple selections based upon three reading levels: above average, average, and below average. The final selected textbook, or textbooks, is then recommended to the Board of Education for adoption (basic text) or approval (supplementary text).

At the time of a new textbook adoption, committees may also recommend the workbook and/or laboratory manual which accompanies the title.

5. Classroom sets of periodicals

Each year included in the Fall Textbook Order forms sent to all secondary schools, there is a "Classroom Sets of Periodicals" list giving the titles of magazines which may be ordered as supplementary textbook material. Some of the magazines appearing on the "Classroom Sets of Periodicals" list have also been approved for library purchase, but this is not true of all titles on the list.

The initial recommendation for adding a particular magazine to the "Classroom Sets of Periodicals" list is made by more than one teacher in the same school. The request is submitted for approval to the Curriculum Office. The formal recommendation, signed by the teachers making the request and signed also by the Curriculum Coordinator, is then forwarded for further approval to the Division of Instructional Materials. The recommendation is finally sent to the Board of Education for ultimate approval.

As in the case of library magazines, Classroom Sets of Periodicals do provide a source of current, immediate information that the most up-to-date textbook cannot supply. Every precaution is taken to screen and evaluate magazines recommended for supplementary textbook material.

(Selection of Library Materials procedure approved by Superintendent October, 1966.)





ARTICLE 6 INSTRUCTION

ELEMENTARY DIVISION - NOON INTERMISSION SCHEDULE,  
INCLEMENT DAY

The following procedure is followed on inclement days in the elementary schools:

Bell rings at 12:40 P.M. The noon hour is shortened to 40 minutes. Afternoon dismissal comes 20 minutes earlier.

Supervision of pupils is planned to allow teachers a 30 minute duty free lunch period.

Parents are to be informed of school procedure followed for inclement day session.

Afternoon kindergarten sessions will start early on inclement days so that the kindergarten pupils may be dismissed with the other children.

Whenever kindergarten teachers are not teaching classes (if only one section exists in a school) they shall perform such other duties for the remainder of the school day as may be outlined by the principal and approved by the Superintendent.

(See also P 6112)



ARTICLE 6 - INSTRUCTION

TIME SCHEDULE - SCHOOL DAY - CHILD CARE CENTERS

The child care day extends from 7:00 A.M. until 6:00 P.M.  
The centers are open five days a week, twelve months a year.

The head teacher shall have a master schedule posted in her office and shall have schedules posted in each classroom. She shall make available to teachers, household staff, and substitutes schedules for their individual use.



ARTICLE 6 - INSTRUCTION

EXTRA CLASS ACTIVITIES

1. Overnight Trips By Athletic Teams.

Principals must submit a written request to the Superintendent at least seven days prior to the date of the trip. In their written requests, principals must assure the Superintendent that the following conditions have been met:

- a. Parents or guardians of the students making the trip have given approval in writing.
- b. Students will be under proper faculty supervision at all times.
- c. Transportation, housing, and food have been adequately provided for and meet accepted standards for a student group.

2. Student Plays, Pageants, etc.

All preparatory work connected with student presentation of plays, pageants, and other dramatic performances shall be done outside of regular school hours unless authorized as a part of the course of study. The presentation of such special features during regular class periods shall require the authorization of the principal and shall be without cost to the pupils.





ARTICLE 6 - INSTRUCTION

EXTRA CLASS ACTIVITIES

PUBLICATION OF HIGH SCHOOL YEARBOOKS

1. A committee shall be appointed to devise a form for bids on yearbook printing and engraving, these items to be considered jointly or separately as the school desires. This form shall be prepared by a committee consisting of the supervisor of supplies as chairman and one representative from each school. It shall be empowered to call in consultants as desired and shall have responsibility for revising the form as required.

2. When a school wishes to obtain bids from one or more firms outside San Francisco, it shall be mandatory that the prepared form be used in obtaining such bids, and that further bids, also on the prepared form, be obtained from at least three local firms, if such number of bidders can be secured.

3. Should a school desire to award a contract to an out-of-city bidder, the approval of the Assistant Superintendent for Senior High Schools shall be required. Action recommended by the Assistant Superintendent shall be subject to the approval of the Superintendent of Schools and Board of Education.\*

\* Change in procedure approved by  
Superintendent September 2, 1966.



ARTICLE 6 - INSTRUCTION

OUTSIDE ACTIVITIES

Participation by the schools in community activities having been approved by the Board, the following regulations have been established by the Superintendent for this participation:

1. Any school may participate at its discretion in any activity approved by the Superintendent's committee. Any activity accepted by the school is subject to voluntary participation by the students in that school.
2. The proposed outside activity should fit into the general sequence of subject matter, content, and related activities so as to supplement the program of studies.
3. The proposed outside activity should contribute to the pupil's understanding of the fundamental skills.
4. The proposed outside activity should contribute to the pupil's understanding and appreciation of community, state, or national life.
5. The proposed outside activity must make as valuable a contribution to the students as the planned sequence of learning activities which it would displace.
6. The proposed outside activity should be appropriate to the age group which is to participate.
7. The sponsor of outside activities must be able and ready to assume all administrative and clerical burdens in connection with the activity, such as the preparation of information or informative materials, reading and judging of debates, the awarding of prizes to winners, etc.
8. The sponsor of outside activities should submit his request to the committee not less than six weeks before the time set to begin the activity, in order to provide adequate time for principals and teachers to adjust their programs to accommodate such activity.

CATEGORIES OF ACTIVITIES

A. Assembly Type Programs

1. Pure entertainment
2. Scientific and Technical
3. General information
4. Pageants

(continued)



ARTICLE 6 - INSTRUCTION

OUTSIDE ACTIVITIES (continued)

B. Contests

1. Art Displays
2. Debates
3. Essays
4. Music Contests
5. Oratorical Contests
6. Quiz Contests
7. Spelling Matches

C. Community Enterprises

1. Parades
2. Usher Services
3. Bands and Orchestras

D. Outside Facilities Offered For Study By Commercial Firms or Governmental Agencies

1. Excursions
2. Visiting manufacturing plants of public or private institutions.

The Superintendent's committee will be guided in its evaluation by these criteria. The committee shall have the privilege of advising with personnel eminent in the various fields, such as Art, Music, Physical Education, etc., to render assistance in this work.

Membership of the committee shall be representative of both teaching and administrative staffs of the elementary and secondary schools as well as of the central office.



## ARTICLE 6 - INSTRUCTION

## FIELD TRIPS

Where there is an expenditure of district funds, all arrangements for field trips shall be made through the Supervisor of Supplies, with certain exceptions indicated in the bulletin issued each year by the Bureau of Supplies. This bulletin contains complete information regarding trips offered, including bus, train, and boat schedules, and is furnished to all school administrators. All requisitions for field trips must be received two weeks in advance of the date of the trip planned. Separate bulletins are supplied to the elementary and secondary divisions.

First Aid Kits must be taken on all field trips in accordance with the provisions of the State Education Code.





## ARTICLE 6 - INSTRUCTION

## SPECIAL SUBJECTS - ART EDUCATION

The Director of Art Education shall supervise the program of art education approved by the Superintendent. He shall cooperate with the personnel division in the selection of teachers of art education and with the Assistant Superintendents in the assignment of such art teachers. He shall cooperate with the Coordinator of Curriculum Development, the Coordinator of Salaries, and with the special curriculum in-service committee in the formulation of a program of in-service education and a program of studies for the schools. He shall recommend to the Superintendent plans, programs, and procedures which will provide an effective instructional program in art education.

The Supervisors of Art Education shall assist teachers with content and method and shall consult with principals and teachers, individually or in groups, concerning instructional plans and the use and care of materials and equipment. They shall assist in the evaluation of the program of art education and shall perform such other supervisory duties as the director may assign.



ARTICLE 6 - INSTRUCTION

SPECIAL SUBJECTS - HOME ECONOMICS EDUCATION

The Director of Home Economics\* shall supervise the program of home economics education approved by the Superintendent. She shall cooperate with the personnel division in the selection of teachers of home economics education and with the Assistant Superintendents in the assignment of such home economics education teachers. She shall cooperate with the Coordinator of Curriculum Development and the Coordinator of Salaries and with the special curriculum in-service committee in the formulation of a program of in-service education and a program of studies for the schools. She shall recommend to the Superintendent plans, programs and procedures which will provide an effective instructional program in home economics. She shall assist teachers with content and method and shall consult with principals and teachers, individually or in groups, concerning instructional plans and the use and care of materials and equipment.

\* Position changed from Supervisor "A" to Director - Resolution #56-17A2 adopted by the Board of Education June 17, 1965.



## ARTICLE 6 - INSTRUCTION

## SPECIAL SUBJECTS - INDUSTRIAL ARTS EDUCATION

The Coordinator of Industrial Arts Education shall supervise the program of industrial arts education approved by the Superintendent. He shall cooperate with the personnel division in the selection of teachers of industrial arts education and with the Assistant Superintendents in the assignment of such industrial arts education teachers. He shall cooperate with the Coordinator of Curriculum Development and the Coordinator of Salaries and with the special curriculum in-service committee in the formulation of a program of in-service education and a program of studies for the schools. He shall recommend to the Superintendent plans, programs, and procedures which will provide an effective instructional program in industrial arts.





## ARTICLE 6 - INSTRUCTION

## SPECIAL SUBJECTS - MUSIC EDUCATION

The Director of Music Education shall be responsible to the Superintendent for the formulation of a program of music education in the entire school system. He shall administer and supervise the program of music education as approved by the Superintendent. He shall cooperate with the personnel division in the selection of teachers of music and with the Assistant Superintendents in the assignment of these teachers. He shall cooperate with the Coordinator of Curriculum Development, the Coordinator of Salaries, and with the special curriculum in-service committee in the development of a program of in-service education. He shall evaluate the music curriculum for a continuous advancement of the program. He shall cooperate in the planning and development of worthy community music activities and provide opportunities for talented students.

The Supervisors of Music Education shall assist teachers with content and method and shall consult with principals and teachers, individually or in groups, concerning instructional plans and the use and care of materials and equipment. They shall assist in the evaluation of the program of music education and shall perform such other supervisory duties as the director may assign.



## ARTICLE 6 - INSTRUCTION

## SPECIAL SERVICES - HOME-BOUND PROGRAM

Assignment of teachers of the home-bound shall be made in accordance with provisions of the State Education Code and as authorized by the San Francisco Board of Education to children who are so physically handicapped as to be unable to leave their homes. These teachers are assigned and employed on an hourly basis under the following conditions:

1. Pupils who are incapacitated for periods of at least eight weeks shall be entitled to home instruction.
2. Such instruction is to be furnished for a total of two hours per week except as hereinafter specified.
3. The Superintendent is granted the right to provide three hours of instruction per week for pupils absent for a year, such action calling for the physician's approval.
4. Under unusual circumstances, three hours per week may be provided for a pupil who has been absent more than one semester.
5. A limited program of summer instruction will be provided for selected cases who are still home-bound, the services not to exceed two hours per week.
6. Instruction shall be furnished a child upon the statement of a Christian Science Practitioner, if satisfactory medical proof is furnished that the pupil is not suffering from a communicable disease.
7. When the diagnosis of the physician requesting a home-bound teacher is "emotional disturbance," the physician will be requested to indicate whether or not there is a physical basis for the disturbance and, if so, the nature of this physical difficulty. If the emotional disturbance does not have a physical basis, the Superintendent may authorize the assignment of a teacher when deemed advisable, but the special State apportionment will not be requested.
8. Where it seems desirable for the welfare of the child, the Superintendent, or persons delegated by him, may make exceptions to the above regulations.

Res. 16-20S3

Approved Board of Education  
6-20-61 .

R 6153



ARTICLE 6 - INSTRUCTION

SPECIAL SUMMER VACATION CLASSES

Establishment of Special Summer Vacation Classes

The Superintendent may provide special summer classes and services each year, subject to the approval of the State Superintendent of Public Instruction and the San Francisco Board of Education, in the following divisions:

Adult

City College

Senior High School

Elementary-Junior High Schools

Child Welfare



ARTICLE 6 - INSTRUCTION

ATTENDANCE OF MINORS IN ADULT SCHOOLS

Pupils attending regular high school classes who wish to attend not more than one adult school class may do so upon approval of both the regular school principal and the adult school principal concerned.

All other minors who wish to attend adult classes must secure an exemption through the Division of Child Welfare and the approval of the Adult Division.





## ARTICLE 6 - INSTRUCTION

## HOURS OF TEACHERS - ADULT SCHOOL

Teachers in adult schools, having first recorded the time of their arrival in the time book, shall be in their classrooms at least ten minutes prior to the beginning of the teaching period. Teachers who are tardy a total of three or more times in any one month shall be reported to the Assistant Superintendent of the Division. In case a teacher is not present at the time designated for the beginning of the class, the principal shall immediately call for a substitute unless he has previously been notified that the teacher will be present not later than fifteen minutes after the class is scheduled to begin. In case the regular teacher arrives after a substitute has been called, the substitute shall remain at the school and serve for the entire class time. In such circumstances the regular teacher shall be reported as absent. The principal shall be responsible for giving proper care to the interests of the class while waiting for the regular teacher or substitute to arrive.

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